



DEFENSE INTELLIGENCE AGENCY

DIA Style Manual for Intelligence Production

UNCLASSIFIED

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Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to have the impact and inspire the confidence they warrant, they need to be delivered in a well-crafted package.

This manual is the authoritative reference to help us create that package. It sets Agency standards for written intelligence production, minimizing the guesswork on capitalization, numbers, abbreviations, and other style points. Consequently, intelligence producers can focus on crafting effective arguments to support analytic judgments.

The *DIA Style Manual for Intelligence Production* has been in use for decades. The manual's executive agent, the Directorate for Analysis, refines the guidance as Intelligence Community standards develop and the language evolves. The U.S. Government Printing Office *Style Manual* served as the basis for most of the guidance in this manual, and other references provided additional direction, notably *The Gregg Reference Manual*.

As professional analysts, we focus every day on maintaining subject matter expertise, but communicating that expertise requires us to maintain excellent writing skills. DIA must convey a Defense Intelligence message that is concise, precise, and compelling. This manual is a key tool in our arsenal as we execute our mission and ensure we meet the highest possible standards.

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CHAPTER I:

—President John F. Kennedy on Winston Churchill

CHAPTER 1:

Unlike the rest of this style manual, which focuses on “house style” issues, this chapter presents practical advice for authors and editors to consider in intelligence-related writing.

Good writers and editors need to be familiar with foundational grammar rules, such as subject verb agreement, but they also need to recognize what is and is not a hard-and-fast rule. Many people remember learning that they should not split infinitives or end a sentence with a preposition, but both are “rules” modern usage references largely dismiss.

The organizers decided to immediately address parking for employees and guests.

Moving the adverb “immediately” anywhere else in this sentence would make the meaning less clear. The natural place for an adverb is directly in front of the word it describes. Bottom line: avoid split infinitives if you prefer, but don’t make a sentence awkward or confusing by doing so. The same guidance applies to ending a sentence with a preposition.

Similarly, writers and editors need to recognize an error as opposed to a style or context decision.

- Failing to capitalize a word at the beginning of a sentence is an error, but not capitalizing a person’s title when it is separated from the name is a style choice (see Chapter 3).
- Spelling out numbers less than 10 in some cases but using numerals for them in others may appear to be a consistency error, but a closer look may show the presentation is in keeping with style guidance to use numerals for all numbers in a sentence when any are equal to or greater than 10 (see Chapter 4).
- Treating words such as *none* and *majority* as plural may appear to be a subject verb agreement error, but these words can be treated as either singular or plural, depending on the context (see Chapter 5).

This guide offers numerous examples of preferred presentation and answers many questions that come up in intelligence writing, but it does not cover every situation. For additional guidance, use a good all-around reference on the mechanics of writing, such as *The Gregg Reference Manual*. It contains detailed guidance, with numerous examples, on punctuation, grammar, and usage. However, keep in mind that the *DIA Style Manual for Intelligence Production* takes precedence on style issues, such as capitalization and compounding.

Studies of writing today advise authors to keep both sentences and paragraphs short—not necessarily because readers can’t deal with more complex writing, but because shorter sentences and paragraphs are easier to read and can be understood more quickly.

Traditionally, writers have used a paragraph to show the development of a single thought. For a complex thought, though, the paragraph’s length could become quite imposing. Moreover, for a publication with type in columns, paragraphs seem even longer because fewer words fit on a line. There’s a real risk, then, that several long paragraphs will resemble a solid block of type.

Short Sentences

Short sentences—fewer than 20 words—make your readers’ task easier. Use caution, though; too many short sentences can make your writing choppy. Good writers mix long and short sentences for variety. Just wrap it up when those longer sentences reach about 30 words.

The key is to look for minor changes within the thought of the long paragraph and to break the paragraph at those points. The unity and coherence of the thought aren't likely to suffer. Breaking material into shorter paragraphs is simply a better way of packaging ideas—one that uses white space to show readers minor shifts in organization, helping to speed them through their reading.

When organizing material in intelligence products, keep in mind that the topic sentence (first sentence) is the most important part of a paragraph. The topic sentence should be straightforward, encapsulating the message of the paragraph up front. Don't lead a topic sentence with a dependent clause, especially one that begins with a contrary term, such as *although*, *despite*, or *however*. Such clauses can impede the reader's ability to absorb the main point. Use subsequent sentences in the paragraph to fill out the story.

A heading can announce the topic of a section, or it can do more—focusing readers' attention on the main point of the section. Avoid labels like "Background" or "Introduction." Look instead for headings that provide the gist of a section, especially headings that express the point in a way that invites readers to continue reading. Don't try too hard to grab attention, though; cute titles or headings can detract from the professionalism of your presentation.

For long studies, there's another consideration: levels of headings. You have to be wary of the organizational complexity you try to portray with the headings. For the most part, writers of books only occasionally go beyond two levels of headings. Readers are likely to become confused if you try to portray three or four levels of headings throughout a long document.

Make your outline as complex as you need to help you organize the points and subpoints in what you write. However, when you actually write, use headings to highlight only the most important points, and focus readers' attention with the wording of those headings.

Passive voice is one of the less desirable features of bureaucratic writing. Passive constructions are more wordy than corresponding active constructions and can generate other wordiness—especially sentences beginning with "It is" and "There are." In addition, passive voice is indirect, reversing the natural order of spoken English, and it lacks the vigor inherent in active voice. Finally, passive constructions often mask the actor. Imagine being told, "Your fate will be decided tomorrow." Your reaction is to demand, "By whom?" Passive voice makes it all too easy for writers to omit the "by" part of a thought, and this evasiveness in particular is a mark of bureaucratic writing.

The natural order for an English sentence—actor action acted upon—requires active voice:

<i>The sailor</i>	<i>rowed</i>	<i>the boat</i>
(actor)	(action)	(acted upon)

A sentence in passive voice reverses that order:

<i>The boat</i>	<i>was rowed</i>	<i>by the sailor.</i>
(acted upon)	(action)	(actor)

Recognizing these constructions in more complicated sentences still is quite simple; that's why grammar-checking software can locate passive verbs quite well. Only a passive sentence will receive "yes" answers to all of the following tests:

- Is the subject of the sentence acted upon?
- Does the sentence combine a form of *to be* with the past participle of a main verb? The simple forms of *to be* are *is, am, are, was, and were*. Compound forms are *will be, is being, and has been*. Past participles of main verbs usually end in *-ed* or *-en* (except for irregular verbs such as *shot*). Thus, passive verbs look like these: *is divided, was shaken, has been shot*.

Don't Confuse Passive Voice and Past Tense

Both active and passive forms of a verb can appear in present, past, or even future tenses:

Active: takes, took, will take

Passive: is taken, was taken, will be taken

- If the actor appears in the sentence, is it in the prepositional phrase *by someone or something*? Or, if the actor doesn't appear in the sentence, does the sense of the sentence imply *by someone or something*?

Far too often, writers accept passive voice because they can't think how to write in the active voice; in such cases, passive is more accidental than intentional. You can prevent this lack of control in your own writing by learning the following three methods to convert passive voice into active:

- Reverse the object and the subject.

Passive: The greatest area coverage is offered by open-wire lines.

But: Open-wire lines offer the greatest area coverage.

- Delete the past participle main verb, leaving the form of *to be* as the only verb.

Passive: The processing plants are located in the north.

But: The processing plants are in the north.

- Change the verb. For example, *received* is an active counterpart of *was given*.

Passive: About 17,000 people are employed in research institutes.

But: About 17,000 people work in research institutes.

Is passive voice always wrong? No, of course not. Passive constructions have legitimate uses:

- When the object of the action is more important than the actor.
- When the actor is obvious, unimportant, or unknown.

But be careful! You can stretch those justifications to cover most sentences if you try hard enough. Even when the object of an action is more important than the actor, a verb in passive voice may not be necessary. Notice that the second and third methods for activating the passive do not require you to alter the subject of the sentence. Instead, both of these methods change the verb. A good rule of thumb, then, is to use the passive voice only when you have a strong reason.

Like passive voice, expletive constructions (*it is, it was, it will be, there are, there were, there will be*) lengthen a sentence, delay the point, mask responsibility, and force the subject to follow the verb. The fix is often simple:

Unemphatic: There was a second explosion that killed three soldiers.

Emphatic: A second explosion killed three soldiers.

Unemphatic: It is probable that voter turnout will be heavy.

Emphatic: Voter turnout probably will be heavy.

Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching *-ion*, *-tion*, *-ment*, *-ance*, and *-ence*.

Weak: Chemical attacks are **in violation** of the treaty.

Strong: Chemical attacks **violate** the treaty.

Weak: North Korea has made a **commitment** to resume talks.

Strong: North Korea has **committed** to resuming talks.

Qualifiers are often necessary for accuracy in intelligence writing, but multiple qualifiers impede clarity. Words that already express a degree of judgment—for instance, *imply*, *indicate*, and *suggest*—should not be combined with qualifiers such as *may*, *likely*, and *probably*.

Not: The lull in attacks **may indicate** the rebels are ready to negotiate.

But: The lull in attacks **indicates** the rebels are ready to negotiate.

Or: The lull in attacks **may mean** the rebels are ready to negotiate.

When we discuss clichés, we usually think of overused comparisons like “blind as a bat” or “older than dirt”—phrases most of us know to avoid. However, clichés also can be stale words or phrases that indicate concepts in intelligence writing. Watch out for terms such as “paradigm” or “center of gravity”; they can be the words you need at times, but overuse can turn them into unhelpful catchphrases.

Along similar lines, avoid jargon that is familiar to a particular community but not to your entire audience. If an editor needs a term explained, chances are many other readers will as well.

As you choose the terms for your intelligence papers, be sure the concepts are fresh, accurate, and appropriate. Think twice about using a term just because you've seen it in a number of other papers—it may not be the right wording for your product.

Parallelism is particularly important for headings and bulleted lists. Readers expect headings to be in parallel form. Parallelism is even more important in lists, since their purpose is to emphasize a pattern of organization.

Readers grasp parallel ideas more quickly when they are in parallel form. Nouns should be parallel with nouns, active verbs with active verbs, infinitive phrases with infinitive phrases, subordinate clauses with subordinate clauses, and so on.

Not: The general's success has resulted from the allegiance of his troops and **how** he has treated the civilians in his region to gain their acceptance. [Noun paralleled with clause.]

But: The general's success has resulted from the allegiance of his troops **and** the acceptance of the civilians in his region. [Noun paralleled with noun.]

Not: As a soldier he had been in Japan, **fighting** in Vietnam, and following his general to the Middle East. [Verb paralleled with participles.]

But: As a soldier he had been in Japan, **had fought** in Vietnam, and **had followed** his general to the Middle East. [Verb paralleled with verbs.]

When it will help make the parallelism clear, repeat a preposition, an article, a helping verb, the *to* of an infinitive, or the introductory word of a long phrase.

- Not:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, interdict drug shipments, or destroy processing laboratories.
- But:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to interdict drug shipments, or to destroy processing laboratories.

Placement of restrictive modifiers such as *almost, every, just, merely, most, nearly, only, primarily, and principally* requires care. Look at the effect of placement for *only* in "This plant produces lug nuts."

- Only this plant produces lug nuts. [No other plant produces them.]
- This plant only produces lug nuts. [The plant doesn't do anything else with them, such as marketing.]
- This plant produces only lug nuts. [The plant produces nothing else.]
- This plant produces lug nuts only. [The plant produces nothing else.]

As a general rule, put modifiers close to whatever they modify. "Close to" can be before or after the thing modified, so long as the sentence makes sense.

- Not:* The agreement provided for military equipment which was signed recently.
- But:* The agreement, which was signed recently, provided for military equipment.
- Or:* The recently signed agreement provided for military equipment.

Pay particular attention to a modifier that begins a sentence. Dangling modifiers can occur anywhere in a sentence but are most common at the beginning. Readers expect an introductory word or phrase modifier to refer to the subject of the sentence. When the modifier cannot logically modify the subject, the modifier "dangles."

- Not:* When completely filled out and checked, the taxpayer should sign the form.
- But:* When the form is completely filled out and checked, the taxpayer should sign it.
- Or:* After completely filling out and checking the form, the taxpayer should sign it.

Note, however, that some introductory phrases express a general truth rather than modifying the subject of the sentence. These introductory phrases do not dangle.

- Given the importance of the operation, the staff studied a number of scenarios.
- To sum up, we all agree to support the change.

Sudden, illogical shifts within a sentence or passage obscure the meaning and hamper reading:

- Not:* The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]
- But:* The farmer was intimidated by threats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]
- Not:* Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]
- But:* Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]

<i>Not:</i>	The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from <i>troops</i> to <i>camp</i> .]	<p>Work Toward a Common Goal: Readability</p> <p>Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:</p> <ul style="list-style-type: none"> • All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation. • At the same time, editors need to keep their changes focused on readability. Rather than altering the author's voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.
<i>But:</i>	The troops hurried up the mountain path and soon saw the camp. [One subject only.]	
<i>Not:</i>	The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from <i>soldier</i> to <i>confinement</i> as active voice shifts to passive voice.]	
<i>But:</i>	The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]	
<i>Not:</i>	Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]	
<i>But:</i>	Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]	
<i>Not:</i>	The United Nations deserves encouragement. Indeed, they deserve more than that. [If <i>United Nations</i> takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]	
<i>But:</i>	The United Nations deserves encouragement. Indeed, it deserves more than that. [<i>United Nations</i> and <i>it</i> correspond in number.]	
<i>Not:</i>	Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]	
<i>But:</i>	Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]	

CHAPTER 2:

—Strunk and White, *The Elements of Style*

CHAPTER 2:

Abbreviations can be acronyms, shortenings, brevity codes, or organizational designators. This chapter treats them all generally as abbreviations.

Abbreviations can simplify presentation in a document, but too many of them make reading and understanding difficult. Readers are faced with a code known to the writer but unfamiliar or unknown to them—a source of irritation at best, but frequently an obstruction to communication. For this reason you should use abbreviations sparingly and only when you can be sure their meaning is clear for your readers.

Even in tables and graphics, where space is a consideration, avoid abbreviating unless the full terms will not fit. Changes in layout or type point size may preclude using abbreviations.

Common sense dictates these rules:

- Use an abbreviation only if it will simplify a document. Just because an abbreviation exists is not justification for using it. Establishing an abbreviation and then using it only once seldom justifies forcing readers to translate your abbreviations. If you are not going to repeat an abbreviation frequently, do not use it.

Also, keep in mind that making use of context in a paper may eliminate the need to establish an abbreviation when the abbreviation will not be needed repeatedly. Consider the following example:

Infrastructure modifications were evident in the Very Important Military District (VIMD), consistent with the VIMD's high priority in defense planning.

Establishing "VIMD" appears to be justified: the abbreviation will replace four words (a reasonable saving), and clearly the abbreviation is going to be used again, since it appears again in the same sentence. However, in this case rewording the sentence to make use of the context the sentence already establishes will eliminate the need for establishing the abbreviation:

Infrastructure modifications were evident in the Very Important Military District, consistent with that district's high priority in defense planning.

- Limit your use of abbreviations to appropriate places. Avoid using all but the most common abbreviations in key judgments or executive summaries, titles and headings, and tables of contents.
- Avoid using an abbreviation for a person's name. For example, refer to Kim Jong Un on secondary reference as Kim, not KJU.

When To Introduce an Abbreviation

Common wisdom says to introduce an abbreviation with the first occurrence of the corresponding term in a document. Taken literally, this leads to unnecessary abbreviations in key judgments and summaries and frequently results in an abbreviation's being introduced long before its next occurrence.

The best time to introduce an abbreviation is the first time you use the corresponding term in a portion of a document in which the abbreviation will appear frequently.

For example, a product dealing with military capabilities often discusses a force's organization—showing relationships among a number of subordinate entities in the force structure—and then each of the subordinate entities. If the writer introduces abbreviations for the entities in the discussion of the hierarchy, readers may be faced with 10 to 20 abbreviations in a few sentences. Expecting readers to absorb those abbreviations and recognize them later is unreasonable. The writer would do better to introduce each abbreviation in the discussion of the subordinate entity, when the abbreviation will reappear shortly after its introduction.

Occasionally readers are more familiar with an abbreviation than they are with the abbreviated term. For example, in a discussion of special forces, readers are more likely to recognize *SEAL* than the full term *sea/air/land* (which communicates little without further explanation). In such a case, use the abbreviation for clarity.

The most common way of introducing an abbreviation is to state the full term and then, immediately after it, to include the abbreviation in parentheses.

A motorized rifle division (MRD) reportedly....

The Federal Aviation Administration (FAA)....

When an abbreviation is better known than the term itself, you may want to reverse their positions, placing the term in parentheses after the abbreviation. This may be the case if the abbreviation is derived from the initial letters of a foreign term rather than the English translation.

The Cuban FAR (Revolutionary Armed Forces)....

During operations in Chechnya, Russia's GRU (General Staff Main Intelligence Directorate) ensured....

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

Sometimes you may need to establish an abbreviation more than once in a document:

- In a long document, when a large amount of text intervenes between the introduction (and first repeated use) of the abbreviation and later repeated use of the same abbreviation.
- In a collection of articles. Because readers often look at only some of the articles or read them in an order different from that of the publication that collects them, abbreviations do not carry over well from article to article. You will need to establish necessary abbreviations in each article, independent of the use of the same abbreviations in other articles.

Capitalization in an abbreviation does not indicate that the words of the corresponding term also must be capitalized. Capitalize the initial letters of appropriate words in the related term if they are proper nouns, and use lowercase for the words if they are common nouns.

The aircraft returned to Argut Naval Air Station (NAS).

The aircraft returned to the naval air station (NAS).

Authors frequently become confused about capitalization when they write about operational systems. The test still is whether the term is being used as a proper noun or only as a generic term.

The American Multiple-Launch Rocket System (MLRS) differs from other multiple rocket launchers (MRLs).

Capitalization also is an issue in establishing abbreviations. For years two different systems for establishing abbreviations have existed side by side—a situation that sometimes causes confusion. One system capitalizes only letters for important words, leaving those for unimportant words like *of* in lowercase form. The other system capitalizes all the letters in the abbreviation, whether they stand for important or unimportant words.

- Today the predominant system is to use capitals for all the letters in an abbreviation. If you establish an abbreviation in an intelligence product, use capital letters throughout the abbreviation.

Nevertheless, well established legacy abbreviations with some lowercase letters, such as DoD for the U.S. Department of Defense, are still in use today while similar abbreviations, such as DOE for Department of Energy, have all uppercase letters.

An abbreviation formed from a foreign term is not italicized, though the foreign term may be. Normally you will not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like, because our business—assessing intelligence information dealing with foreign governments and their defense and security organizations—uses numerous foreign terms as a part of our writing. However, if you are providing the original language words to explain the formation of an abbreviation, italics are appropriate for the foreign words.

Russia's Spetsnaz (from *voiska spetsialnogo naznacheniya*, or "troops of special designation") had special missions.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

Very few abbreviations require periods. The exceptions are the traditional nonmilitary ranks or titles (*Mr., Mrs., Ms., Dr., Prof.*) and *no.* (for "number," to distinguish it from the answer or command *no*). In addition, use periods with U.S. The abbreviations *i.e.* ("that is") and *e.g.* ("for example") also require periods; however, many people confuse these abbreviations, so using them is discouraged.

Most abbreviations are established in the singular form. Therefore, when you introduce (or use) an abbreviation, pay attention to whether the term is singular or plural. If the term is singular, the abbreviation should be as well; if the term is plural, the abbreviation usually will have to be changed to make it plural.

... earth-penetrator weapons (EPWs).

... within the military regions (MRs).

SA-7 and SA-14 surface-to-air missiles (SAMs) are among the world inventory of shoulder-fired SAMs.

Particularly for military forces, an abbreviation often equates to a plural thing—for example, "ANDSF" for "Afghan national defense and security forces." However, usually the abbreviation itself, after it is established, is singular and requires a singular verb.

Afghan national defense and security forces (ANDSF) continue to improve their ability...

Here the subject *Afghan national defense and security forces* requires a plural verb (*continue*) and a plural pronoun (*their*). Thus, "ANDSF" represents a plural entity. Nevertheless, when ANDSF itself is used as a subject, the abbreviation is singular and requires a singular verb and singular pronoun:

However, the ANDSF is not yet prepared to hold its own in...

Forming Plurals of Abbreviations

When an abbreviation ends in an uppercase letter, form the plural by adding a lowercase *s*, without an apostrophe.

ICBMs SAMs MiGs INSs

However, if the abbreviation ends in lowercase letters, form the plural by adding 's (apostrophe + lowercase *s*).

cy's

These are rare in general military intelligence writing but sometimes occur in scientific or technical publications. Do not confuse them with plurals of lowercase abbreviations for units of measure, which are not changed to plural form.

not 500 km's or 500 kms but 500 km

Furthermore, even though an abbreviation may stand for an entity that we know to consist of many people, references to the abbreviation cannot be the pronouns *they* or *their*. This problem occurs frequently in intelligence writing in discussion of a political party or organization (which obviously is a group of people):

Not: The CCP decided to implement their decisions after....

But: The CCP decided to implement its decisions after....

When the abbreviation is used instead as a modifier for a plural noun—for example, in *CCP members*—the abbreviation no longer determines the number, so a plural pronoun reference is appropriate to refer to the plural noun:

The CCP members decided to implement their decisions after....

Because of what they stand for, a few abbreviations are only plural. When it stands for “tactics, techniques, and procedures,” *TTP* is one of these. Because *TTP* in this sense is plural, we cannot write “A new TTP proved successful.” Instead, we would need to write “A new tactic [or technique, or procedure] proved successful.”

As with the terms they represent, most abbreviations can be used in the possessive form.

If the abbreviation is being used as a singular possessive, add an apostrophe and a lowercase *s*.

If the application requires a plural possessive, add the apostrophe after the lowercase *s* that forms the plural of the abbreviation.

Singular possessive: The MRD's leaders....

Plural possessive: * The MRDs' leaders....

Generally the adjective form of the abbreviation is preferable; it can be substituted for both the singular and plural possessive forms:

Adjective form: The MRD leaders....

When you introduce an abbreviation, avoid establishing it in its possessive form. Usually you can avoid that situation by using the abbreviation as an adjective, or you can put the abbreviation in a prepositional phrase. However, if you do establish an abbreviation when the words for it are in the possessive form, the abbreviation also needs to appear in the possessive form.

Avoid: The Royal Air Force's (RAF's) aircraft....

Use: The Royal Air Force (RAF) aircraft....

Or: The aircraft of the Royal Air Force (RAF)....

You can join a prefix or suffix to an abbreviation with a hyphen. Do not capitalize the prefix or suffix unless it indicates a proper noun form.

anti-NATO stance

CFE-mandated reductions

pro-UN position

START-related reforms

However, the participial and negative forms of *MIRV* are formed without hyphens:

a MIRVed ICBM

an unMIRVed version of the ICBM

deploying nonMIRVed missiles

When you need to form a multiple-word compound at the same time you are introducing an abbreviation, hyphenate after the parentheses enclosing the abbreviation.

interference with Global Positioning System (GPS)-related technology

If possible, avoid a construction such as this by restructuring the passage: in this case, for example, with "interference with technology related to the Global Positioning System (GPS)."

Depending on how you use an abbreviation in a sentence, a definite article (*the*) or an indefinite one (*a* or *an*) may need to precede the abbreviation. If you would use *the* in front of the term the abbreviation stands for, you usually will need *the* in front of the abbreviation.

The surface-to-air missile was fired....

The SAM was fired....

The ground controlled intercept operator chooses....

The GCI operator chooses....

Task Force Marte reported....

TFM reported....

Use of *the* with abbreviations is not a hard-and-fast rule, but be aware of common practice. Particularly for organization names, *the* is used with abbreviations pronounced as individual letters (initialisms) more often than with abbreviations pronounced as words (acronyms), especially multisyllable words. For instance, *the* is generally used with *the CMC* and *the FARC* but not with *AMISOM*, *NATO*, and *ISAF*.

For abbreviations representing Intelligence Community and Defense Intelligence Enterprise agencies and organizations (DIA, NSA, CIA, NGIC, etc.) and the combatant commands (USCENTCOM, etc.), delete *the* from in front of the abbreviation for general intelligence writing, including most correspondence.

DIA estimates....

... coordination with CIA, NSA, and USSTRATCOM.

Deleting *the* from in front of an abbreviation also is appropriate for the abbreviation representing the organization of which the writer is a part. For example, an author who is a member of DIA's Directorate for Analysis (DI) could write something like the following:

When dealing with Defense Intelligence

Enterprise organizations, DI will....

Using *a* or *an* with abbreviations is trickier. For an abbreviation, including an acronym or letter/number group, pronounced as a word (such as "HOT" and "IMINT"), use *a* if the abbreviation begins with a consonant sound or an aspirated *h* ("a HOT missile") and *an* if the abbreviation begins with a vowel sound ("an IMINT collector"). For abbreviations for which you pronounce the letters and numbers themselves:

- Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z*: "a DIA employee," "a UN worker."
- Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x*: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

A or An?

When choosing between using *a* or *an* with an abbreviation, consider the abbreviation itself, not an expansion of the abbreviation. For example, for discussion of a frequency hopping (FH) radar, because we would pronounce the letters of the abbreviation, we would write "an FH radar," as *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FH radar" even though *a* would be appropriate before "frequency."

You have to consider the expansion of an abbreviation when deciding what words can follow it. Be careful to avoid redundancy when you use abbreviations.

AC current = alternating current current
START treaty = Strategic Arms Reduction Treaty treaty
LOC lines = lines of communication lines
AWACS system = airborne warning and control system system
CAC card = common access card card

Nix GOx Abbreviations

Avoid using abbreviations like *GOP* for "government of Pakistan [or Panama, Peru, Paraguay, etc.]" ■ a finished intelligence product. Abbreviations such as this are useful in message traffic and similar reporting, but they are out of place in finished intelligence products, especially those for senior-level customers.

Use what *The World Factbook* calls the conventional short form for a country name (rather than the conventional long form): "China" rather than "People's Republic of China," "North Korea" rather than "Democratic People's Republic of Korea," "South Korea" rather than "Republic of Korea," etc. Congo is a bit more complicated because of the need to distinguish between the two countries. For the Democratic Republic of the Congo, establish the abbreviation "DRC," which *The World Factbook* lists as the conventional short form for the country's name; "Congo (Kinshasa)" also is acceptable. For the Republic of the Congo, *The World Factbook* provides "Congo (Brazzaville)" as the conventional short form.

Spell out most country names, whether you use them as nouns or adjectives—except the United States, the United Kingdom, and the United Arab Emirates. Spell out *United States* and *United Kingdom* (and *United Nations*) when you use them as nouns, but use the abbreviations for the adjective forms. If you need multiple references to the United Arab Emirates, establish *UAE* early in a paper.

The United States sold....
U.S. arms sales....
... contracts involving the United Kingdom.
... UK contracts.

For members of the U.S. military, use rank/rate abbreviations as the individual Military Services use them. For all militaries, use the abbreviation in front of a name, but spell out the rank in lowercase elsewhere: "Maj Gen Gonzales of the Mexican Air Force plans to visit shortly after his promotion to lieutenant general." Also spell out the rank in plural form: "Captains Arroyo and Valdez."

U.S. Army Officers/Warrant Officers

general of the Army (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)

chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)
chief warrant officer 3 (W-3)
chief warrant officer 2 (W-2)
warrant officer 1 (W-1)

U.S. Navy and Coast Guard Officers/Warrant Officers

fleet admiral (special)
admiral (O-10)
vice admiral (O-9)
rear admiral, upper half (O-8)
rear admiral, lower half (O-7)
captain (O-6)
commander (O-5)
lieutenant commander (O-4)
lieutenant (O-3)
lieutenant, junior grade (O-2)
ensign (O-1)
chief warrant officer (W-5)
chief warrant officer (W-4)
chief warrant officer (W-3)
chief warrant officer (W-2)
warrant officer (W-1) [no longer used]

U.S. Air Force Officers

general of the Air Force (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
[U.S. Air Force does not have warrant officers]

U.S. Marine Corps Officers/Warrant Officers

general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)

- chief warrant officer 3 (W 3)
- chief warrant officer 2 (W 2)
- warrant officer 1 (W 1)

U.S. Army Enlisted Personnel

- sergeant major of the Army (E-9)
- command sergeant major (E-9)
- sergeant major (E-9)
- first sergeant (E-8)
- master sergeant (E-8)
- sergeant first class (E-7)
- staff sergeant (E-6)
- sergeant (E-5)
- corporal (E-4)
- specialist (E-4)
- private first class (E-3)
- private (E-2)
- private (E-1)

U.S. Navy and Coast Guard Enlisted Personnel

U.S. Navy and Coast Guard enlisted personnel are identified by paygrade (rate) and occupational specialty (rating). These specialties and their combinations with rates are too numerous to list here. For ratings, see NIPRNET <http://www.navy.mil/navydata/nav_legacy.asp?id=259>. Rates are as follows:

- master chief petty officer of the Navy (E-9)
- master chief petty officer of the Coast Guard (E-9)
- fleet/force/command master chief petty officer (E-9)
- master chief petty officer (E-9)
- senior chief petty officer (E-8)
- chief petty officer (E-7)
- petty officer first class (E-6)
- petty officer second class (E-5)
- petty officer third class (E-4)
- seaman (E-3)
- seaman apprentice (E-2)
- seaman recruit (E-1)

U.S. Air Force Enlisted Personnel

- chief master sergeant of the Air Force (E-9)
- command chief master sergeant (E-9)
- first sergeant (E-9)
- chief master sergeant (E-9)
- first sergeant (E 8)
- senior master sergeant (E 8)
- first sergeant (E 7)
- master sergeant (E 7)
- technical sergeant (E-6)
- staff sergeant (E-5)
- senior airman (E-4)
- airman first class (E-3)
- airman (E-2)
- basic airman (E-1)

U.S. Marine Corps Enlisted Personnel

sergeant major of the Marine Corps (E-9)
sergeant major (E-9)
master gunnery sergeant (E-9)
first sergeant (E-8)
master sergeant (E-8)
gunnery sergeant (E-7)
staff sergeant (E-6)
sergeant (E-5)
corporal (E-4)
lance corporal (E-3)
private first class (E-2)
private (E-1)

Foreign Military Officers

For foreign military officers, regardless of branch of service, use the following abbreviations for ranks:

admiral
admiral (first grade)
admiral of the fleet
admiral (second grade)
air chief marshal
air commander
air commodore
air marshal
air vice marshal
army general
brigadier
brigadier general
captain
captain first rank
captain second rank
chief warrant officer
colonel
colonel general
colonel major
commander
commodore
corps general
director general
division general
ensign
field marshal
first lieutenant
fleet admiral
flight lieutenant
flying officer
general
general-colonel
general (first grade)

general lieutenant
general lieutenant colonel
general major
general of the air force
general of the army
general (second grade)
group captain
lieutenant
lieutenant colonel
lieutenant colonel general
lieutenant commander
lieutenant general
lieutenant junior grade
major
major general
marshal
marshal of aviation
marshal of the Royal Air Force
marshal of the Soviet Union
pilot officer
rear admiral
second lieutenant
senior colonel
senior lieutenant colonel
squadron leader
squadron vice admiral
staff air marshal
staff air vice marshal
staff brigadier general
staff general
staff lieutenant general
staff major general
staff rear admiral
vice admiral
vice marshal
warrant officer
wing commander

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense.

Ranges are in kilometers.

The opening was several meters wide.

As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form. In tables, abbreviations are appropriate for all units of measure because of space limitations. Abbreviations for units of measure do not have periods and are not changed to plural form. Unit modifiers involving units of measure require hyphens. (For a full explanation of unit modifiers, see Chapter 7; for complete coverage of number usage, see Chapter 4.)

- a 50 km road segment
- a section of road that stretched 50 kilometers
- a 500-NM range
- a 3-cm-diameter pipe

Because of the risk of ambiguity, avoid single-letter abbreviations (g, h, m, L, t, V, W).

Change: a segment of 300 m on Route A
To: a 300-meter segment on Route A
Or: a Route A segment of 300 meters

Some offices have preferred to use *mt* or *MT* for metric ton(s). These abbreviations, however, present problems.

- As a prefix, *m* equates to “milli,” and *t* is the symbol for metric ton(s), making *mt* equate to “milli-metric ton(s),” which is somewhat nonsensical.
- In addition, using *mt* or *MT* invites confusion with *Mt*, which equates to “megaton(s).”

For these reasons, we need to use the international symbol of *t* for metric ton(s), even though this abbreviation has only a single character. Of course, using the words *metric ton* or *metric tons* avoids the abbreviation issue.

Percent and Other Symbols

Do not abbreviate or use the symbol for percent except to save space in tables or graphics, where the symbol % may be used if required. However, even in these cases do not abbreviate unless the term will not fit. Similarly, do not use symbols such as ~ (*about* or *roughly*), < (*less than*), or > (*greater than*) unless the spelled out term will not fit. In tables where symbols are appropriate, minimize clutter by putting symbols in column headings if possible, rather than in individual cells.

Do not abbreviate the names of months and days except to save space in tables and graphics. However, even in these cases do not abbreviate unless the full terms will not fit.

Use the following abbreviations if they are required:

<i>Days</i>		<i>Months</i>	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

The list that follows contains abbreviations for use in DIA intelligence products. This list is included for standardization of preferred usage, to show uppercase and lowercase forms, and to permit marking abbreviations that may be used without being introduced in the text of a product. This list does not preclude use of the *Department of Defense Dictionary of Military and Associated Terms* and Intellipedia's "Acronyms" page, which present many abbreviations not covered here.

The following abbreviation list sometimes shows multiple uses for the same abbreviation, and all of them can be considered "preferred" abbreviations. Common sense, however, indicates that you cannot use the same abbreviation for multiple purposes in the same paper. For example, even though BW can stand for either "biological warfare" or "biological weapon," it must not stand for both things in the same piece of writing.

The abbreviation list employs two symbols:

- A superscript dagger symbol ([†]) marks an abbreviation that should be used instead of the words the abbreviation stands for. Very few abbreviations show this marking.
- An asterisk (*) after an abbreviation indicates that you can use the abbreviation without introducing it if you can be certain that intended users of a product will understand the abbreviation. When you have any doubt about whether your consumers will understand an abbreviation, spell out the term on first use in your publication, even if the abbreviation is marked with an asterisk in the following list.

Caution: Because a production element has been reading numerous bits of information that use an abbreviation and analysts from that element are writing a number of papers using an abbreviation, analysts frequently believe that surely everyone else must be familiar with the abbreviations they commonly see and use. However, for perspective, consider the following: The Free Dictionary, on the Internet at <http://www.thefreedictionary.com>, has an "Acronym Finder" that lists expansions for letter sets, and it includes military expansions among the many possible "translations" for an abbreviation. As of 1 December 2015, this website produced 43 expansions for "PTG," one of which equated to the expansion in our listing; 191 expansions for "SSP," none of them matching the one in our listing; and 105 for "ADA," one of which was the one in our listing. For this reason, we need to be careful when deciding whether to establish an abbreviation. Do not consider an asterisk with an abbreviation to be a license to never establish the abbreviation.

- Correspondence going to high-level customers normally will need to have all abbreviations established. For example, the personnel directly supporting the DIA Command Element usually require that all abbreviations be established for papers going to or through members of the Command Element. High level customers receive large numbers of documents and have little time to review any of them. They are generalists for many subjects, not subject matter experts. Even though they may have been exposed to abbreviations Defense Intelligence analysts commonly see and use, expecting these high-level customers to remember all the abbreviations analysts are capable of using simply is not realistic.
- As an experienced editor in one of the Agency's scientific and technical intelligence production centers has noted, basic documents produced in the centers frequently go to inexperienced customers as well as to those who might be familiar with abbreviations. Establishing most abbreviations in basic intelligence products, therefore, is both a courtesy and a wise course of action.
- You can never go wrong by establishing an abbreviation, whereas not establishing it may cause problems.

A

angstrom(s)
 antiaircraft
 Abdallah Azzam Brigades
 antiaircraft artillery
 Asaib Ahl al-Haq
 air-to-air intercept
 antiarmor improvised
 explosive device
 air-to-air missile
 air-to-air refueling
 Ansar al-Sharia
 Ansar al-Sharia in Tunisia
 antiair warfare
 airbase [in the proper name
 of a U.S. OCONUS airbase.
 Air Base—for example, Incirlik
 Air Base]
 airborne battlefield
 command and control center
 antiballistic missile
 airborne
 airborne command post
 alternating current
 aircraft
 airborne-controlled intercept
 Army Counterintelligence
 Center
 acoustic intelligence
 alternate command post
 armored cavalry regiment
 armored command and
 reconnaissance vehicle;
 artillery command and
 reconnaissance vehicle
 air-cushion vehicle;
 armored combat vehicle
 aircraft warning and control;
 anticarrier warfare
 air defense
 air defense artillery
 air defense antitank system
 air defense command center
 air defense district
 automatic direction finding
 degaussing/deperming ship
 air defense
 identification zone
 air defense
 operations center
 advanced
 air defense exercise
 air defense zone
 ammunition ship
 active electronically
 scanned array
 armored engineer vehicle
 airborne early warning
 airborne early warning
 and control
 stores ship
 air force base
 automatic frequency control
 medium auxiliary floating
 drydock (non-self-propelled)
 Air Force Intelligence
 Analysis Agency
 Air Force Information
 Operations Center
 Air Force Intelligence,
 Surveillance and
 Reconnaissance Agency
 airfield
 Armed Forces Medical
 Intelligence Center [now
 NCMI—National Center for
 Medical Intelligence]
 Air Force Office of
 Special Investigations
 Air Force Operational
 Test and Evaluation Center

combat stores ship
 Air Force Satellite
 Communications System
 Air Force Technical
 Applications Center
 armored fighting vehicle
 Australia Group;
 auxiliary general [ship]
 icebreaker
 experimental auxiliary [ship]
 intelligence collection ship
 oceanographic research ship
 ocean surveillance ship
 surveying ship
 actual ground zero
 hospital ship
 avian influenza; airborne
 intercept; air interdiction
 al-Ittihad al-Islamiya
 armored infantry
 combat vehicle
 acquired immunodeficiency
 syndrome
 armored infantry
 fighting vehicle
 addressee indicator group
 air intercept missile
 air-independent propulsion/
 power; air-independent-
 powered
 automated information sys-
 tem; Automatic Identification
 System
 American Institute in Taiwan
 cargo ship
 also known as
 air-launched cruise missile
 air line of communication
 air-launched long-range air-
 to air missile

ante meridian (before noon);
 amplitude modulation
 ambassador
 Air Mobility Command [USAF]
 American Embassy
 [U.S. Embassy preferred]
 African Union Mission
 in Somalia
 antimateriel rifle
 advanced medium-range
 air to air missile
 Afghan National Army
 African National Congress;
 active noise control
 Afghan National
 Civil Order Police
 Afghanistan national
 development strategy
 Afghan National Police
 Afghan national defense and
 security forces [formerly
 ANSF—Afghan national security
 forces]
 Australia-New Zealand-
 United States [Treaty]
 area of operations; oiler
 air order of battle
 air operations center
 fast combat support ship
 gasoline tanker
 area of interest
 area of responsibility;
 replenishment oiler
 special liquids tanker
 transport oiler
 armor-piercing; ammonium
 perchlorate; access point;
 transport [ship]
 armored personnel carrier
 Asia-Pacific Economic
 Cooperation

aerial point of debarkation;	above sea level
air point of departure	air-to-surface missile
al-Qaida	alternate supply route;
al-Qaida in the Arabian Peninsula	submarine rescue ship
al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]	advanced short-range
al-Qaida in the Lands of the Islamic Maghreb	air-to-air missile
al-Qaida in the Indian Subcontinent	antisubmarine rocket
repair ship	antisurface ship warfare
Arab Satellite Communications Organization	antisurface warfare
armored reconnaissance carrier; cable repairing ship	armored support vehicle
Nationalist Republican Alliance [El Salvador]	antisubmarine warfare
antiradiation missile	antitank; antiterrorism
advanced remotely piloted vehicle	auxiliary ocean tug
salvage ship	Army Tactical Missile System
artillery	antitactical ballistic missile
armored recovery vehicle;	air traffic control;
armored reconnaissance vehicle	mini-armored troop carrier
submarine tender	Bureau of Alcohol, Tobacco, Firearms, and Explosives;
as soon as possible	fleet ocean tug
advanced synthetic-aperture radar system	antitank gun
antisatellite	antitank guided missile
antiship ballistic missile	Acquisition, Technology, and Logistics
antiship cruise missile	asynchronous transfer mode
advanced SEAL/swimmer delivery system	Atlantic-to-the-Urals [region]
auxiliary SEAL/swimmer delivery vehicle	advanced technology vehicle;
Association of Southeast Asian Nations	all-terrain vehicle
African Standby Force	African Union
Abu Sayyaf Group	autonomous
	underwater vehicle
	armored vehicle
	aviation logistic support ship
	armored-vehicle-launched bridge
	airborne warning and control system
	absent without leave
	water transport [ship]
	all weather

miscellaneous auxiliary [ship]
training ship

B

barrel(s)
criminal band
[from *banda criminal*]
battalion artillery group
battlefield air interdiction
billion cubic meters
barrel(s) per day
battle damage assessment
brigade

Basic Encyclopedia

Belgium, Netherlands,
Luxembourg

Board on Geographic
Names

barrel(s) per hour

Battlefield Information
Collection and Exploitation
System

United Nations Integrated
Office in Burundi

basic input/output system

bit(s) per second

building

beyond line of sight

battalion landing team

ballistic missile defense

ballistic missile defense system

ballistic missile early
warning system

battalion

broad ocean area

United Nations Peacebuilding
Support Office in the Central
African Republic

Base Realignment and
Closure

Brazil, Russia, India, China,
and South Africa

Border Tunneling Activity
Detection System

battery

bushel(s)

beyond visual range

biological warfare;
biological weapon

Biological Weapons
Convention

C

Celsius

command and control

command, control, and
communications

command, control, commu-
nications, and computers

command, control, and com-
munication countermeasures

command, control, commu-
nications, and intelligence

command, control, commu-
nications, computers,
and intelligence

command, control, com-
munications, computers,
intelligence, surveillance,
and reconnaissance

combined-arms army

common access card

Central American
Common Market

carrier air group

caliber

Canada-United
Kingdom United States

Canada United States
 combat air patrol
 [former] Controlled Access
 Program Coordination
 Office [see SMP]
 Caribbean Community
 close air support
 cavalry
 chemical and
 biological defense
 confidence building measure
 chemical, biological,
 and radiological
 chemical, biological,
 radiological, and nuclear
 chemical, biological,
 radiological, nuclear,
 and explosives
 cluster bomb unit
 chemical and biological
 warfare; chemical and
 biological weapon
 command center;
 command ship
 command and control boat
 camouflage, concealment,
 and deception; charge
 coupled device
 commander's critical
 information requirement
 counter-countermeasure
 combatant command
 [see COCOM]
 Chinese Communist Party
 closed-circuit television;
 China Central Television
 compact disc
 Centers for Disease
 Control and Prevention
 coastal defense cruise missile

Chief of Defence
 Intelligence [Canada]
 recordable compact disc
 compact disc—
 read-only memory
 rewriteable compact disc
 Communications and
 Electronics Command
 Central America
 circular error probable
 computer emergency
 response team
 Conventional Armed Forces
 in Europe
 cavalry fighting vehicle
 centigram(s)
 guided-missile cruiser;
 coast guard [or Coast Guard]
 nuclear-powered
 guided-missile cruiser
 common ground station
 aviation cruiser
 guided-missile
 aviation cruiser
 chief of defense
 change of
 operational control
 counterintelligence
 Central Intelligence Agency
 Central Intelligence Agency
 Crime and Narcotics Center
 combat information center;
 combat intelligence center
 Conference on Interaction
 and Confidence-Building
 Measures in Asia
 Consolidated Intelligence
 Guidance
 commander in chief
 Combined Intelligence
 Operations Center

Commonwealth of Independent States

Counterintelligence Support Program

close-in weapon system

Chairman of the Joint Chiefs of Staff

core knowledge online

light cruiser

command to line of sight

centimeter(s)

square centimeter(s)

cubic centimeter(s)

Central Military Commission [China]

Cyber Mission Force

counternarcotics

computer network attack

Comprehensive National Cybersecurity Initiative

computer network defense

computer network exploitation

computer network operations; Chief of Naval Operations

company

commanding officer

course of action

combat operations center

combatant command {common usage} [Note: The Department of Defense Dictionary of Military and Associated Terms reserves COCOM for the command authority of a combatant command, using CCMD as the abbreviation for combatant command.]

congressional delegation

combined operations group;

center of gravity

community of interest

counterinsurgency

Community Online Intelligence System for End Users and Managers

communications exercise

communications intelligence

computer security

communications satellite

communications security

concept of operations

contingency plan; concept plan

continental United States

continuity of operations

Council of Representatives [Iraq]; contracting officer representative

commercial off the shelf

command post

Comprehensive Peace Agreement [Sudan]

central processing unit

command post exercise

collection requirement

close range ballistic missile

combat support

combat search and rescue

confidence- and security-building measure

carrier strike group

nonpowered causeway section (non-self-propelled)

combat service support; Central Security Service [NSA often shown as NSA/CSS]

Combined Security Transition Command Afghanistan

Collective Security Treaty Organization

command and staff exercise
 capstone threat assessment
 Comprehensive Test
 Ban Treaty
 counter-threat-finance
 intelligence
 conventional takeoff
 and landing
 multipurpose aircraft carrier
 attack aircraft carrier
 nuclear powered attack
 aircraft carrier
 V/STOL aircraft carrier
 light aircraft carrier
 nuclear-powered
 multipurpose aircraft carrier
 tracked reconnaissance
 combat vehicle
 chemical warfare; chemical
 weapon; continuous wave
 Chemical Weapons
 Convention
 command-wired improvised
 explosive device
 calendar year
 copy

D

defense attaché office
 Defense Advanced Research
 Projects Agency
 defense attaché
 decibel(s)
 decibel referenced to
 1 square meter
 direct current
 Defense Cooperation
 Agreement

Defense Counterintelligence
 and HUMINT Center [now
 DIA Directorate for Operations]
 Director of Central
 Intelligence [position no
 longer exists]
 Defense Civilian Intelligence
 Personnel System
 Defense Clandestine Service
 deputy director; destroyer
 denial and deception
 guided-missile destroyer
 aviation destroyer (ASW)
 Deputy Director of National
 Intelligence for Analysis
 dynamic domain name system
 distributed denial of service
 disarmament, demobiliza-
 tion, and reintegration
 Directorate of Defense
 Research and Engineering;
 director, Defense Research
 and Engineering
 damage expectancy;
 directed energy
 Drug Enforcement
 Administration
 Defense Special Missile
 and Aerospace Center
 degree(s)
 U.S. Deputy Secretary
 of Defense
 department
 detachment
 directed-energy weapon
 Intelligence Community
 Deputies Executive Committee
 direction finding
 desired ground zero

dynamic host
configuration protocol
Revolutionary People's
Liberation Party/Front
Department of
Homeland Security
Directorate for Analysis;
Director for Analysis
Defense Intelligence Agency
Defense Intelligence Analysis
Center [now DIA Headquarters]
Defense Intelligence
Agency directive
Defense Intelligence
Agency instruction
Defense Intelligence
Agency Liaison Office
diameter
Defense Intelligence
Agency manual
Defense Intelligence
Analysis Program
Defense Intelligence
Agency regulation
Defense Intelligence Digest
defense intelligence officer;
Defence Intelligence
Organisation [Australia]
Defence Intelligence Staff
[United Kingdom]
Defense Information
Systems Agency
Defense Intelligence
Senior Executive Service
Defense Intelligence
Senior Level
division
Defense Liaison Office
desired mean point of impact
Defense Message System

demilitarized zone [use initial
capitalization when spelling out
a proper name, such as Korean
Demilitarized Zone]
deoxyribonucleic acid
Director of
National Intelligence
date of birth
Department of Commerce
[or Commerce Department]
document exploitation
Department of Defense
[or Defense Department]
Department of
Defense directive
Department of Defense
Intelligence Information System
Department of
Defense manual
Department of
Defense regulation
Department of Energy
[or Energy Department]
date of information;
Department of Interior
[or Interior Department]
Department of Justice
[or Justice Department]

document and media
exploitation
Department of State
[or State Department]
denial of service
Department of Transportation
[or Transportation Department]
director of Operational
Test and Evaluation
desired point of impact
diesel powerplant
director

Democratic Republic
 of the Congo
 digital radiofrequency memory
 Defense Security
 Cooperation Agency
 Defense Satellite
 Communications System
 Defense Switched Network
 Defense Support Program
 deep submergence rescue
 vehicle (self-propelled)
 Defense Security Service
 deep-submergence
 vehicle (self propelled)
 dynamic threat assessment
 Disruptive Technology
 Innovations Partnership
 drug trafficking organization
 Defense Threat
 Reduction Agency
 Defense Technology Security
 Administration
 deep underground [facility]
 digital video disc
 deadweight ton(s)
 drop zone/landing zone

E

electronic attack
 [formerly ECM—
 electronic countermeasures]
 electronic counter-
 countermeasures
 [now EP—electronic protection]
 electronic countermeasures
 [now EA—electronic attack]
 Economic Community of
 West African States

escape and evasion
 essential element
 of information
 exclusive economic zone
 explosively formed penetrator
 extremely high frequency
 Egyptian Islamic Jihad
 Economist Intelligence Unit
 enemy killed in action
 extremely low frequency
 electronic intelligence
 element
 National Liberation
 Army [Colombia]
 electronic mail
 emission control
 emissions intelligence
 electromagnetic pulse
 exception to National
 Disclosure Policy
 electro-optical;
 executive order
 electronic order of battle
 explosive ordnance disposal
 ELINT ocean
 reconnaissance satellite
 Earth observation satellite
 electro optical warfare

electronic protection
 [formerly ECCM—
 electroniccounter-
 countermeasures]
 El Paso Intelligence Center
 explosively pumped
 iodine laser
 ELINT Parameter Limits
 earth-penetrator weapon
 extended-range

effective radiated power

**Popular Antiterrorist
Revolutionary Army
of Colombia**

early release of submunitions

enhanced radiation weapon

electronic warfare support
[formerly ESM—electronic
support measures]

European Space Agency

**European security and
defense policy**

electronic support measures
[now ES—electronic
warfare support]

estimate; estimated

estimated time of arrival;
Basque Fatherland and Liberty

enhanced tactical fighter

**East Turkestan Islamic
Movement** [also called ETIP]

East Turkestan Islamic Party
[also called ETIM]

elevate to launch

European Union

European Union Force

**European Union Rule
of Law Mission**

**European
Telecommunications Satellite
Organization**

extreme ultraviolet

electronic warfare;
early warning

early warning/ground-
controlled intercept

executive committee;
**Intelligence Community
Executive Committee**

F

Fahrenheit

field artillery

forward air controller

fuel-air explosive

fuel-air incendiary

**Federal Agency
for Government
Communications and
Information** [Russia]

**Revolutionary Armed
Forces of Colombia**

**Armed Forces of the
Democratic Republic
of the Congo**

**Federally Administered
Tribal Areas** [Pakistan]

**Federal Bureau of
Investigation**

**Foreign Broadcast
Information Service** [see OSC]

fire control

functional combatant
command

**Foreign Counterintelligence
Program**

Food and Drug Administration

foreign disclosure officer

forward edge of the
battle area

**Federal Emergency
Management Agency**

fuel enrichment plant

frigate

folding fin aerial rocket

guided-missile frigate

corvette

frigate (reserve training)

foreign government information	frequency
frequency-hopping	free rocket over ground
foreign intelligence entity	Federal Security Service [Russia]
far infrared	Sandinista National Liberation Front
foreign instrumentation signal;	forward storage site
foreign intelligence service	Federal Service for Technical and Export Control [Russia]
Foreign Intelligence Surveillance Act	former Soviet Union
foreign instrumentation signals intelligence	fire-support vehicle
foreign intelligence and security service	foot; feet
forward looking infrared	square foot; square feet
float-on/float-off	cubic foot; cubic feet
forward line of own troops	full time equivalent; full time employee
fleet; flight	fixed-target indicator
Fleet Satellite Communication System	foot (feet) per minute
frequency modulation	foreign terrorist organization
foreign materiel exploitation	file transfer protocol
Foreign Military Financing	fighter
Farabundo Marti National Liberation Front	foot (feet) per second
fuel manufacturing plant	field training exercise
Foreign Military Sales	Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom)
first name unknown	[tetragraph for portion markings; in text, spell out, as in "Five Eyes community"]
forward operating base	fiscal year
fractional orbital bombardment system	Future Years Defense Program
full operational capability	for your information
foreign object damage	
follow on forces attack	
Freedom of Information Act	
follow-on test and evaluation	
14 February Youth Coalition	
field of view	
focused police district development	

G

gram(s); acceleration
of gravity

Group of Seven (major
industrial nations): United
States, United Kingdom,
Canada, France, Germany,
Italy, Japan

Group of Seven plus Russia

Group of 20: 19 of the
world's largest economies
plus the European Union

guards artillery division

gallon(s)

guided bomb unit

ground controlled approach

Gulf Cooperation
Council; geographic
combatant command

Global Command
and Control System

Government
Communications
Headquarters [United
Kingdom]

ground controlled intercept

Global Combat
Support System

Global Counterterrorism Force

General Defense
Intelligence Program

gross domestic product

geosynchronous Earth orbit

geospatial intelligence

general headquarters

gigahertz

General Intelligence
Directorate

Global Information Grid

General Intelligence
Training System

Greenland Iceland United
Kingdom

ground-launched
cruise missile

ground line of
communication

Global Navigation
Satellite System

general military intelligence

guards motorized
rifle division

Greenwich Mean Time
[see Coordinated Universal Time
(UTC), also called Zulu in
the U.S. military]

gross national product

ground order of battle

government-owned,
contractor-operated

gas oil separation plant

Geotagged Open-Source
Search Intelligence Program

government off-the-shelf

general purpose

Global Positioning System

group

gross registered ton(s)

General Staff Main Intelligence
Directorate [Russia]

General Staff

ground support equipment

Global System for Mobile
Communications

General Security of Military
Information Agreement

Global Strategic
and Tactical Relay

guards tank division

Guantanamo Bay

geostationary transfer orbit

gas turbine powerplant

H

hour(s)	hypersonic glide vehicle
hectare(s)	higher high water
hardened aircraft bunker	Hezb-e-Islami Gulbuddin
humanitarian assistance and disaster relief	High-Mobility Artillery Rocket System
high altitude, low opening	human immunodeficiency virus
Islamic Resistance Movement [Note: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, <i>HAMAS</i> generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]	helicopter landing area
high-speed antiradiation missile	helicopter landing area/drop zone
hardened aircraft shelter	higher low water
Homing-All-the-Way Killer	helicopter landing zone
hazardous materials	homemade explosive
HUMINT Control System	heavy machinegun
hardened and deeply buried target	high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
high-definition television	height of burst
high explosive	howitzer
high-explosive antitank	horsepower
high-explosive incendiary	high-power microwave
high-energy laser	hydroelectric powerplant
helicopter	headquarters
high-altitude electromagnetic pulse	Haqqani Network
highly elliptical orbit	Homeland Security Council
heavy equipment transporter	high speed sealift [vessel]
highly enriched uranium	high speed vessel
high frequency	head-up display
high-frequency direction finding	Harakat-ul-Jihad-i-Islami
	Harakat ul-Jihad-i-Islami Bangladesh
	human intelligence
	heating, ventilation, and air conditioning
	homegrown violent extremist
	high-value individual
	high-value target
	highway
	hertz

I

information assurance
integrated air defense system
International Atomic Energy Agency
in accordance with
Iberian Atlantic [region];
Iberian-Atlantic [Command, NATO; now SOUTHFLANT]
Iraqi Baath Party
Intelligence Community
International Civil Aviation Organization
intercontinental ballistic missile
International Criminal Court
Intelligence Community
directive; imitative
communication deception
Immigration and Customs Enforcement
International Contact Group
International Court of Justice
[commonly called World Court]
information cutoff date;
intelligence cutoff date
intelligence collection requirement
International Committee of the Red Cross

International Criminal Tribunal for the former Yugoslavia
infantry combat vehicle
International Development Association
Israel Defense Forces
internally displaced person
International Energy Agency

Independent Election Commission [Afghanistan]
improvised explosive device
Implementation and Followup Committee for National Reconciliation [Iraq]
identification, friend or foe
instrument flight rules
infantry fighting vehicle
inspector general;
Islamic Group
Improved Homing-All-the-Way Killer
Independent High Electoral Commission [Iraq]
Interagency Intelligence Committee on Terrorism
intelligence information report; imaging infrared
Islamic Jihad Union
instrument landing system
info memo
International Military Education and Training
International Monetary Fund
imagery intelligence
International Maritime Organization
imagery satellite

Islamic Movement of Uzbekistan; inertial measurement unit
inch(es)
square inch(es)
cubic inch(es)
information need
Iraqi National Alliance
improvised nuclear device
indefinite

infantry	Islamic Revolutionary Guard Corps—Qods Force [Iran]
intermediate-range nuclear force; Intermediate-Range Nuclear Forces [Treaty]	infrared intelligence
information security	INHERENT RESOLVE Kinetic Support
International Mobile Satellite Organization [originally International Maritime Satellite Organization]	infrared search and track
[State Department] Bureau of Intelligence and Research	Intelligence Reform and Terrorism Prevention Act
inertial navigation system	International Security Assistance Force
Intelligence and Security Command [U.S. Army]	Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]
intelligence	Iraqi security forces
International Telecommunications Satellite Organization	Directorate General for Inter Services Intelligence [Pakistan]
International Criminal Police Organization	Islamic State of Iraq and the Levant [widely known in the news media ■ ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]
intelligence report	improved semisubmersible infiltration landing craft [improved infiltration boat]
intelligence summary	International Organization for Standardization
information operations	Information Security Oversight Office
initial operational capability	Internet service provider
International Olympic Committee	intelligence, surveillance, and reconnaissance
Internet protocol	
intelligence preparation of the battlespace	intelligence, surveillance, target acquisition, and reconnaissance
intelligence production requirement	information technology
infrared	International Traffic in Arms Regulations
Irish Republican Army	Information Telegraph Agency of Russia
improvised rocket-assisted munition	
intermediate-range ballistic missile	
infrared countermeasures	
inhibited red fuming nitric acid	
Islamic Revolutionary Guard Corps [Iran]	

International
Telecommunications
Satellite Organization
initial threat
warning assessment
in the vicinity of; in view of
information warfare
indications and warning
interagency working group;
intelligence working group
unclassified miscellaneous
unit [naval]

J

joint analysis center
Joint Atomic Energy
Intelligence Committee
judge advocate general
Jund al-Khilafah
joint air to surface
standoff missile
Jemaah Anshorut Tauhid
joint country
force assessment
Joint Chiefs of Staff
junction
joint capabilities
technology demonstration
joint duty assignment
Joint Direct-Attack Munition

Joint Document Exploitation
Center–Afghanistan
Justice and Equality
Movement; Jaish-e-
Mohammad
Joint Electronic
Warfare Center

Joint Functional
Component Command for
Intelligence, Surveillance,
and Reconnaissance
Joint Functional
Component Command for
Network Warfare
Jemaah Islamiyah
Joint Interagency
Cyber Task Force
Joint Interagency
Task Force South
joint intelligence center
Joint Improvised-Threat
Defeat Agency [formerly
JIEDDO]
[former] Joint Improvised
Explosive Device Defeat
Organization [now JIDA]
joint intelligence
operations center
Joint Intelligence Operations
Center–Afghanistan
Joint Information Operations
Warfare Command
Joint Intelligence Preparation of
the Operational Environment
Joint Military Intelligence
Training Center
joint operations center
Joint Operational Intelligence
Information System
jet petroleum
Jaysh Rijal al-Tariq
al-Naqshabandiyah (Army of
the Naqshabandiyah Order)
Joint Staff
Japan Self-Defense Force
Joint Strike Fighter
Joint Standoff Weapon

**Joint Surveillance Target
Attack Radar System**
 joint task force
**Joint Task Force–Global
Network Operations**
**Joint Tactical Information
Distribution System**
Jamaat-ud-Dawa
**Joint-Use Intelligence
Analysis Facility**
**Joint U.S. Military
Advisory Group**
**Joint Warfare
Analysis Center**
**Joint Worldwide Intelligence
Communications System**

K

degrees Kelvin [*Note: used
without degree symbol (°)
or word degree*]
**Kurdistan Democratic
Party [Iraq]**
Kosovo Force
 kilogram(s)
Kongra Gel [also
called **Kurdistan People's
Congress**; formerly **Kurdistan
Workers' Party (PKK)**]
Kataib Hizballah
 kilohertz
 killed in action
 kinetic-kill vehicle
 kilometer(s)
 square kilometer(s)
 cubic kilometer(s)

 kilometer(s) per hour
 [see also kph]
 knot(s)

L

kilonewton(s)
 [North] **Korean People's
Army**
 kilometer(s) per hour
 [see also km/h]
**Kurdistan Regional
Government [Iraq]**
 kips per square inch
 kiloton(s)
 kilovolt(s)
 kilowatt(s)
 kilowatt-hour(s)

 liter(s)
 laboratory
Line of Actual Control
 [de facto boundary between
India and China]
 land-attack cruise missile
Lebanese Armed Forces
 local area network
Land Satellite (commercial
multispectral)
**Low-Altitude Navigation and
Targeting Infrared for Night**
 light artillery rocket
 light amplification by simu-
lated emission of radiation
 laser intelligence
 light antitank weapon
 pound(s)
 assault landing craft
 air cushion landing craft
 amphibious command ship
 launch control facility

mechanized landing craft [U.S. Navy definition]: medium landing craft [definition commonly used with navies of other countries]

air-cushion medium landing craft

personnel landing craft

air cushion personnel landing craft

littoral combat ship

utility landing craft

air-cushion utility landing craft

landing craft, vehicle, personnel

launch detection satellite

law enforcement agency

law enforcement force; Law Enforcement Forces [Iran]

low Earth orbit

low-enriched uranium

low frequency

large

laser guided bomb

laser-guided munition

laser-guided weapon

amphibious assault ship

amphibious assault dock

lower high water

low-intensity conflict

light detection and ranging

Libyan Islamic Fighting Group

amphibious cargo ship

lower low water

liquefied natural gas

Library of National Intelligence

liaison officer

last name unknown

low-observable

line of communication;

Line of Control

Linked Operations

Intelligence Centers Europe

long-range aid to navigation

line of sight

logistics over the shore

liquid oxygen

amphibious transport

large phased-array radar

amphibious transport dock

liquefied petroleum gas

amphibious assault ship (helicopter)

low-profile vehicle

Long-Range Aviation [Russia];

Lord's Resistance Army

long-range air-to-air missile

long-range cruise missile

dock landing ship

swimmer delivery vehicle

medium landing ship

light SEAL/swimmer support craft

tank landing ship

Lashkar-e-Tayyiba

Limited Test Ban Treaty

Limited [as part of a firm's proper name]

laser target designator

Liberation Tigers of Tamil Eelam

long-wavelength infrared

landing zone

M

micro [one-millionth]

micrometer(s)

microsecond(s)

meter(s)

square meter(s)

cubic meter(s)

**Military Assistance
Advisory Group**

magnetic anomaly detector

**Marine Air-Ground
Task Force**

man portable air
defense system(s)

membership action

plan [NATO]

maneuverable reentry vehicle

measurement and signature
intelligence

medium assault transport

maximum

megabyte(s)

main battle tank

**Multinational Coalition
Forces—Iraq**

mapping, charting, and geodesy

Marine Corps

Intelligence Activity

mine countermeasures; mine
countermeasures ship

mobile command post

mine countermeasures
support ship

military district

Missile Defense Agency

multidisciplinary
counterintelligence

medium

medium extended air
defense system

medical evacuation

[abbreviation accepted as a
standard English word]

medical intelligence

Marine expeditionary force

Mujahedin-e Khalq

mobile erector-launcher

medium Earth orbit

Military Equipment

**Parametrics and Engineering
Database**

Southern Cone

Common Market

merchant ship

Middle East Stability Force

meteorological satellite

Marine expeditionary unit

medium frequency

**Multinational Force
and Observers**

milligram(s)

**Military Grid Reference
System**

coastal minehunter

air-cushion coastal minehunter

minehunting ship

mean high water neaps

mean high water springs

megahertz

(statute) mile(s)

square mile(s)

missing in action

Military Intelligence Board

military intelligence battalion

mechanized infantry
combat vehicle

**Modernized Integrated
Database**

Mikoyan aircraft
[formerly Mikoyan i Gurevich
Design Bureau]

mile(s) per hour
[see also mph]

meaconing, intrusion, jam-
ming, or interference

**Moro Islamic
Liberation Front**

military satellite
communications

**Military Strategic and
Tactical Relay [System]**

minute(s); minimum

United Nations Mission in
the Central African Republic
and Chad

United Nations Mission for
the Referendum in
Western Sahara

United Nations Stabilization
Mission in Haiti

Military Intelligence Program

multiple independently
targetable reentry vehicle

Mk V special operations craft

milliliter(s)

mean lower low water

**Multiple Launch Rocket
System**

mean low water neaps

mean low water springs

millimeter(s)

minelayer

square millimeter(s)

cubic millimeter(s)

medium range multirole
combat aircraft

millimeter wave

multinational force

Multinational Force Iraq
[became USF I on 1 January 2010]

**Moro National
Liberation Front**

middle name unknown

memorandum of agreement

main operating base; missile
order of battle; mobilization

Ministry of Defense
[preferred: Defense Ministry]

modification [used in
missile designators, such as
"CSS-5 Mod 4"]

**Ministry of Defense and
Armed Forces Logistics [Iran]**

motor gasoline

**Ministry of Intelligence and
Security [Iran]**

monitor [riverine warfare craft]

United Nations Organization
Mission in the Democratic
Republic of the Congo

mortar

memorandum of
understanding

military operations in
urban terrain

mixed oxide

military police;
maritime patrol

megaPascal(s)

maritime patrol aircraft

maritime pre-positioning
ship, aviation

maritime pre-positioning
ship, cargo

maritime pre-positioning
ship, dock

miles per hour [see also mi/h]

**Popular Movement for the
Liberation of Angola**

military region
 mine-resistant,
 ambush-protected [vehicle]
 medium-range ballistic missile
 motorized rifle company
 motorized rifle division
 multiple rocket launcher
 motorized rifle regiment
 multirole tanker transport
 millisecond(s)
 meter(s) per second
 minesweeping boat
 coastal minesweeper
 coastal minesweeper (old)
 minesweeper, drone
 fleet minesweeper (steel hull)
 minehunter
 inshore minesweeper
**Missile and Space
 Intelligence Center**
 mean sea level;
 minesweeping launch
 river minesweeper
 money service provider
 main supply route
 specialized minesweeper
 medium SEAL/swimmer
 support craft
 megaton(s)
**Missile Technology
 Control Regime**
 moving target indicator
 master terminal unit
 motorized infantry
**Multinational Space-Based
 Imaging System**
 merchant vessel
 megawatt(s)
 mine warfare

N

megawatt(s) electrical
 mid-wavelength infrared
 mean water level
 missile warning receiver
 megawatt(s) thermal

 not applicable; not available
 North Atlantic Council
 North American
 Free Trade Agreement
 named area of interest
 Nonaligned Movement
 Naval Medical
 Research Unit [U.S.]
 naval air station
 National Aeronautics
 and Space Administration
 National Air and Space
 Intelligence Center
 North Atlantic
 Treaty Organization
 navigation aid
 navigation satellite
 nuclear, biological,
 and chemical
 national command authority;
 nuclear command authority
 National
 Counterintelligence Center
 Naval Criminal
 Investigative Service
 National Center for Medical
 Intelligence [formerly
 AFMIC—Armed Forces Medical
 Intelligence Center]
 noncommissioned officer
 noncommissioned
 officer in charge

National Counterproliferation Center

National Capital Region

National Clandestine Service

National Counterterrorism Center

network-centric warfare

national disclosure policy

noncombatant evacuation operation

no further information

National Foreign Intelligence Board

nuclear-free zone

National Geospatial-Intelligence Agency [formerly DMA (Defense Mapping Agency) and later NIMA (National Imagery and Mapping Agency)]

National Ground Intelligence Center

natural gas liquids

nongovernmental organization

National Intelligence Council

National Intelligence Collection Board

National Intelligence Coordination Center

national intelligence estimate

national intelligence officer

National Intelligence Program

National Intelligence Priorities Framework

Nonsecure Internet Protocol Router Network

near infrared

National Intelligence Support Team; National Institute of Standards and Technology

national intelligence topic

National Intelligence University

National Joint Operations Intelligence Center

Northern Limit Line [Koreas]

nanometer(s)

nautical mile(s)

national missile defense

National Media Exploitation Center

no middle initial

National Maritime Intelligence Center

no middle name

number

naval order of battle

North American Aerospace Defense Command

New People's Army

Nonproliferation Treaty

submersible research vehicle (self-propelled)

National Reconnaissance Office

near-real-time

nanosecond(s)

National Security Agency

National Security Agency/Central Security Service

National Security Council

Nuclear Suppliers Group

nonsubmersible infiltration landing craft [small speedboat]

NATO Security Investment Program

naval special warfare

rigid hull inflatable boat

national technical means

NATO Training Mission—Afghanistan

nitrogen tetroxide [N₂O₄; also shown as dinitrogen tetroxide]

nuclear intelligence

night-vision device

night-vision goggles

North-West Frontier

Province [Pakistan] [now Khyber Pakhtunkhwa]

nuclear-weapons-free zone

nuclear weapon storage site

O

Organization of
American States

order of battle

overtaken by events

offensive counterair

outside the continental
United States

operational conversion unit

Office of the Director of
National Intelligence

Organization for
Economic Cooperation
and Development

Operation
ENDURING FREEDOM

Office of the High
Commissioner for
Human Rights

Office of the
High Representative

officer in charge; Organization
of the Islamic Conference

Operation IRAQI FREEDOM

on the job training

operations and maintenance

operational maneuver group

operational mentoring
and liaison team

Office of the Martyr Sadr

Office of Naval Intelligence

overhead nonimaging infrared

out of area

Organization for
the Prohibition of
Chemical Weapons

Organization of Petroleum
Exporting Countries

opposing force(s)

office of primary interest

overhead persistent infrared

operation plan

office of primary responsibility

operations security

operational tempo

optical intelligence

Open Source Center [for
merly FBIS—Foreign Broadcast
Information Service]

Organization for Security
and Cooperation in Europe

Office of the Secretary
of Defense

open-source intelligence

operational test and evaluation

over-the-horizon

over-the-horizon

backscatter [radar]

over-the-horizon radar

over-the-horizon targeting

operational training unit

Office of the Under
Secretary of Defense
for Intelligence

ounce(s)

P

permanent five members of the UN Security Council (United States, United Kingdom, France, China, Russia)	personal digital assistant
permanent five members of the UN Security Council plus Germany	President's Daily Brief
Palestinian Authority;	portable document format
probability of arrival	personal electronic device
permissive action link	penetration aid
People's Armed Police [China]	Popular Front for the Liberation of Palestine
precision-approach radar;	Popular Front for the Liberation of Palestine— General Command
phased-array radar	Partnership for Peace
phased-array tracking radar	patrol combatant
intercept on target	guided-missile patrol combatant
Phased-Array Warning System	air-cushion guided-missile patrol combatant
patrol boat	hydrofoil patrol combatant
air-cushion patrol boat	precision-guided munition
drone patrol boat	doctor of philosophy
guided-missile patrol boat	patrol combatant missile (hydrofoil) [hydrofoil guid- ed-missile patrol combatant]
hydrofoil patrol boat	photographic intelligence
river patrol craft	Palestine Islamic Jihad
training patrol boat	passive infrared; priority intelligence requirement
postboost vehicle	personally identifiable infor- mation
personal computer;	public key infrastructure
coastal patrol craft	[former] Kurdistan Workers' Party [see KGK]
fast patrol craft	peacekeeping operation
fast air-cushion patrol craft	People's Liberation Army [China]
fast guided-missile patrol craft	Palestine Liberation Front
fast hydrofoil patrol craft	Palestine Liberation Organization
fire-support patrol craft	platoon
hydrofoil patrol craft	part(s) per million
permanent change of station	post meridian (after noon)
probability of damage;	
pulse duration	

river monitor [naval craft];
perception management

project management office;
program management office

point of contact

port of entry

petroleum, oils, and
lubricants

**Popular Front for the
Liberation of Saguia
el-Hamra and Rio de Oro**

pre-positioning of materiel
configured to unit sets

President of the
United States

prisoner of war

**Palestinian Popular
Resistance Committees**

production requirement

**Performance Review
Authority [DCIPS]**

pulse repetition frequency

pulse repetition interval

provincial reconstruction
team

large patrol ship

guided missile patrol ship

pound(s) per square inch

Proliferation Security Initiative

pierced-steel planking

training patrol ship

public switched
telephone network

psychological operations

pint(s)

torpedo boat

drone torpedo boat

fast patrol craft

missile attack boat

Q

air cushion missile attack boat

hydrofoil missile attack boat

hydrofoil torpedo boat

push to talk

partially underground

**Patriotic Union of
Kurdistan [Iraq]**

physical vulnerability

primary war headquarters

question(s) and answer(s)

quality control

**Quadrennial Defense
Review**

quart(s)

R

radiation absorbed dose

radio detection and ranging

radio communications

radar intelligence

radio-relay

radar absorbing material;

random access memory

regional command

riot-control agent

**Regional Command
Capital [Afghanistan]**

**Regional Command
East [Afghanistan]**

radio-controlled improvised
explosive device

recoilless rifle

**Regional Command
North [Afghanistan]**

radar cross section

Regional Command
 South [Afghanistan]
 Regional Command
 West [Afghanistan]
 round(s)
 research and development
 research, development,
 and acquisition
 radiological dispersal device
 radio direction finding
 round(s) per minute
 research, development,
 testing, and evaluation
 radioelectronic combat
 reconnaissance
 reference
 regiment
 retired [used with rank]
 radiofrequency
 request for information
 radiofrequency identification
 request for proposal
 radiofrequency weapon
 remote ground facility
 radar homing and warning
 rigid hulled inflatable boat
 reduction in force
 rocket launcher
 response memo;
 risk management
 rock-mass rating
 rules of engagement
 roll-on/roll-off
 rocket-propelled grenade
 revolution(s) per minute
 remotely piloted vehicle
 rapid reaction force

S

RESOLUTE SUPPORT
 Mission Afghanistan
 render-safe procedure
 Really Simple Syndication
 reconnaissance, surveillance,
 and target acquisition
 route
 rail transfer point;
 rail transshipment point
 remote terminal unit;
 remote telemetry unit
 reentry vehicle
 radar warning receiver
 runway

 second(s)
 Supreme Allied
 Commander, Europe [NATO]
 Supreme Allied Command(er),
 Atlantic [NATO]
 semiautomatic command
 to line-of-sight
 Southern African
 Development Community
 safing, arming, fuzing,
 and firing
 surface-to-air missile
 surface-to-air missile
 order of battle
 special access program
 search and rescue;
 synthetic aperture radar
 severe acute
 respiratory syndrome
 strategic air-to-surface
 missile
 satellite communications
 satellite navigation

satellite reconnaissance	special forces
advance notice	Stabilization Force
Space-Based Infrared System	Supreme Headquarters Allied Powers, Europe [NATO]
space-based laser	superhigh frequency
space-based radar	ship-launched ballistic missile
supervisory control and data acquisition	short range air defense
sensitive compartmented information	special intelligence;
sensitive compartmented information facility	International System of Units [commonly called the metric system]
Supreme Council for the Islamic Revolution in Iraq [now ISCI Islamic Supreme Council of Iraq]	senior intelligence analyst
Shanghai Cooperation Organization	signals intelligence
supply chain risk management	semisubmersible infiltration landing craft [infiltration boat]
self contained underwater breathing apparatus	subscriber identity module
senior defense intelligence analyst	single-channel ground and airborne radio system
source directed requirement	senior intelligence officer
SEAL/swimmer delivery vehicle; strategic delivery vehicle	Single Integrated Operational Plan
suppression of enemy air defenses	Secret Internet Protocol Router Network
sea/air/land	situation report
[U.S.] Secretary of Defense	Sendero Luminoso [or Shining Path]
Secretariat of National Defense [Mexico includes Mexico's Army and Air Force]	standoff land-attack missile
Secretariat of the Navy [Mexico]	side-looking airborne radar
survival, evasion, resistance, and escape	submarine launched ballistic missile
survival, evasion, resistance, escape, and recovery	sea-launched cruise missile
Senior Executive Service	service life
	extension program
	superlow frequency
	Sudanese Liberation Movement/Army
	sea line of communication
	space launch vehicle
	side-loadable warping tug
	small

subject matter expert	self propelled
significant military	semisubmersible [vessel]
exercise brief	square
Security Markings Program	squadron
[formerly CAPCO]	short-range attack missile
short message service	short-range ballistic missile
short-range nuclear force;	Strategic Rocket
spent nuclear fuel	Forces [Russia]
social networking site	sensitive reconnaissance
space order of battle	operation
sector operations center	diesel powered attack sub
special operations craft, riverine	marine
[riverine special operations craft]	auxiliary submarine
special operations forces	ballistic missile submarine;
status of forces agreement	single sideband
special operations group	nuclear-powered ballistic
Sons of Iraq	missile submarine
special operations/	coastal submarine
low-intensity conflict	cruise missile
sound navigation and ranging	attack submarine
standard operating proce-	nuclear-powered cruise
dure	missile attack submarine
Strategic Offensive	transport submarine
Reduction Treaty	surface to surface missile;
space object surveillance	midget submarine
and identification	surface-to-surface missile
Regional Command	order of battle
Southeast Atlantic [NATO;	nuclear-powered
formerly IBERLANT]	attack submarine
self-propelled	air-independent-powered
self-propelled antiaircraft gun	attack submarine
space defense	surface-to-surface rocket
operations center	Sensitive Source
self-propelled gun	Reporting Program
seaport of debarkation;	staff summary sheet; source
sea point of departure	summary statement
Satellite pour	training submarine
l'Observation de la Terre	stability, support, transition,
	and reconstruction
	street; saint

scientific and technical:
 science and technology
 standardization
 agreement [NATO]
 system threat
 assessment report
 Strategic Arms
 Reduction Treaty
 scientific and
 technical intelligence
 special technical operation
 short takeoff and landing
 short takeoff and
 vertical landing
 Strategic Transition
 Plan [South Korea]
 space tracking and
 surveillance system
 secure telephone unit
 submarine rocket
 surface warfare
 suicide vehicle-borne
 improvised explosive device
 suicide vest improvised
 explosive device
 Foreign Intelligence
 Service [Russia]
 Southwest Africa
 People's Organization
 special warfare craft
 special warfare craft, light
 special warfare craft,
 medium
 static war headquarters
 short-wavelength infrared

T

metric ton(s) (tonne[s])
 technology transfer
 [see also TT]
 tank army
 tactical air army
 tactical air navigation
 telegraph automation
 relay equipment
 tactical antiradiation missile
 tactical air-to-surface missile
 tactical air support for
 maritime operations
 to be announced
 to be determined
 theater ballistic missile;
 tactical ballistic missile;
 tunnel-boring machine
 theater ballistic
 missile defense
 tactical cruise missile
 transmission control
 protocol/Internet protocol
 Tacpo Dong 2
 time division multiplexed
 time division multiple access
 temporary duty
 test and evaluation
 technical intelligence
 transporter-erector-launcher
 transporter-erector-launcher
 and radar
 telemetry intelligence
 Transitional Federal
 Government [Somalia]
 targeting forward-
 looking infrared
 terrain-following radar
 target

terminal high altitude
air defense

toxic industrial chemical

Terrorist Identities Datamart
Environment

tank

Tomahawk land-attack missile

Tomahawk land-attack
missile/conventional

Tomahawk land attack
missile/nuclear

transporter-launcher and radar

treaty-limited equipment

theater missile defense

theater nuclear force

time of arrival

table of organization
and equipment

term of reference

time on target

tube-launched, optically
tracked, wire-guided
[antitank missile]

metric ton(s) per day

thermal powerplant

tank regiment

temporary restricted area

Training and Doctrine
Command [U.S. Army]

technical reconnaissance
bureau

Transportation Security
Administration

Threat System
Management Office

technology transfer
[see also T2]

Threshold Test Ban Treaty

tactics, techniques,
and procedures; Tehrik-e
Taliban Pakistan

U

television

theater of military operations

al-Tawhid wal-Jihad in West
Africa [also known as Movement
for Unity and Jihad in West Africa
(MUJWA)]

United Arab Emirates

unmanned aerial vehicle

under construction

unmanned combat
aerial vehicle

uranium conversion facility

Unified Command Plan

unsymmetrical dimethyl
hydrazine

underwater demolition team

uranium enrichment facility

uranium tetrafluoride

uranium hexafluoride

Underground Facility
Analysis Center

underground

underground facility

unmanned ground vehicle

ultrahigh frequency

unidentified

United Kingdom

ultralarge crude carrier

ultralow frequency

unmanned launch vehicle

Rural Mobile Patrol
Unit [Bolivia]

United Nations

United Nations Assistance
Mission in Afghanistan

United Nations Assistance
Mission for Iraq

African Union **United Nations Hybrid Operation in Darfur**

Union of South American **Nations**

United Nations Command

United Nations Disengagement Observer Force

United Nations Development Program

United Nations Environment Program

United Nations Educational, Scientific, and Cultural Organization

United Nations Peacekeeping Force in Cyprus

United Nations Population Fund

United Nations High Commissioner for Refugees

United Nations Children's Fund

United Nations Industrial Development Organization

United Nations Interim Force in Lebanon

United Nations Integrated Office in Sierra Leone

United Nations Integrated Peacebuilding Office in Sierra Leone

unknown

United Nations Interim Administration Mission in Kosovo

United Nations Mission in Liberia

United Nations Mission in Nepal

United Nations Mission in South Sudan

United Nations Integrated Mission in Timor-Leste

United Nations Military Observer Group in India and Pakistan

United Nations Operation in Cote d'Ivoire

United Nations Office on Drugs and Crime

United Nations Peacebuilding Support Office in Guinea-Bissau

United Nations Observer Mission in Georgia

United Nations Office for Project Services

United Nations Office for West Africa

United Nations Political Office for Somalia

United Nations Regional Centre for Preventive Diplomacy in Central Africa

United Nations Relief and Works Agency for Palestinian Refugees in the Near East

United Nations Security Council

Office of the United Nations Special Coordinator for the Middle East Peace Process

Office of the United Nations Special Coordinator for Lebanon

United Nations Security Council resolution

United Nations Truce Supervision Organization

uniform resource locator

United States

United States of America
 [United States or U.S. preferred];
 United States Army
 United States Air Force
 United States Africa Command
 United States Agency for
 International Development
 United States
 Central Command
 United States Coast Guard
 United States Department
 of Agriculture [or
 Agriculture Department]
 United States Defense
 Attaché Office
 Under Secretary of Defense
 for Intelligence
 United States
 European Command
 United States Forces Iraq
 [formerly MNF I]
 United States Forces, Korea
 United States
 Geological Survey
 United States Joint
 Forces Command
 United States Marine Corps
 United States Navy
 United States
 Northern Command
 United States
 Pacific Command
 U.S. person
 United States Special
 Operations Command
 United States
 Southern Command
 United States
 Strategic Command
 United States
 Transportation Command

V

unmanned surface vehicle
 undersea warfare
 Coordinated Universal Time
 [also known as Greenwich Mean
 Time and as Zulu]
 unmanned underwater
 vehicle
 unconventional warfare
 ultrawideband

 volt(s)
 vehicle-borne improvised
 explosive device
 variable-depth sonar
 video display terminal
 Russian Airborne Troops
 visual flight rules
 variable-geometry wing
 very-high frequency
 very important person
 visual intelligence
 visual observer
 very large crude carrier
 very-low frequency
 vulnerability number
 victim-operated improvised
 explosive device
 Voice Over
 Internet Protocol
 very-high-frequency
 omnidirectional range
 colocated VOR and TACAN
 very-small-aperture terminal
 vertical/short takeoff
 and landing
 vertical takeoff and landing
 tracked recovery vehicle

W

[Adding an initial **W** to an abbreviation for a naval ship or craft indicates a coast guard ship or craft; thus, a **WLCU** is an LCU (utility landing craft) assigned to a coast guard or coast-guard-like force.]

watt(s)

wide area network

wartime reserve mode

wideband

World Food Program

watt-hour(s)

World Health Organization

war headquarters

wounded in action

wing in ground effect

wireless local loop

weapons of
mass destruction

war reserve materiel

war reserve materiel stock

Weapon and Space Systems
Intelligence Committee

World Trade Organization

weapons usable

nuclear material

World Wide Web

X

executive assistant

transmitter

executive officer

Y

yard(s)

square yard(s)

cubic yard(s)

year(s)

Z

Zulu [see Coordinated Universal
Time (UTC); also known as
Greenwich Mean Time]

Ziyad al-Jarrah Battalions

CHAPTER 3:

—Bill Walsh, *Yes, I Could Care Less: How to Be a
Language Snob Without Being ■ Jerk*

CHAPTER 3:

The trend in American publishing has been to reduce the amount of capitalization in text. Proper nouns still are capitalized, of course, but often words derived from them are printed with lowercase without damage to clarity or significance.

Begin each sentence with a capital letter.

Begin each item in an indented listing with a capital letter. This applies to bulleted lists, lists marked with em- or en-dashes or other symbols in place of bullets, numbered lists, and nonbulleted lists and it applies whether the items are full sentences, clauses, phrases, or single words.

The rule applies to the following types of indented lists:

- Lists marked with bullets (•), numbers, or other symbols (such as >) that are equivalents of bullets.
- Lists marked with em (—) or en (–) dashes.
- Lists that are indented but that lack initial markings.

Note: This rule generally has not been applied in this style manual so that fragmentary samples can illustrate desired combinations of uppercase and lowercase letters.

Capitalize proper names, also known as proper nouns.

Many authors feel a need to treat a common noun (the type of noun that identifies one or all of the members of a class of persons, places, things, qualities, or actions) as a proper noun (the type of noun that identifies a unique person, place, thing, quality, or action) because the author is writing about the thing or things a common noun represents. For example, an author discussing activities at a forward operating base in Afghanistan may feel a need to capitalize *forward operating base* because that type of thing is the focus of the author's attention. Nevertheless, the noun (or noun phrase) remains a common noun—and should not be capitalized—unless the author uses the name of a specific item from the class (a proper noun), such as *Forward Operating Base Kala Gush*.

Forward Operating Base Kala Gush

but a forward operating base; three forward operating bases

Ninawa Reconstruction Team

but a provincial reconstruction team; two provincial reconstruction teams

Karbala Provincial Council

but a provincial council; affecting all provincial councils

UN Security Council Resolution 1600

but a UN Security Council resolution; UN Security Council resolutions

Capitalizing Plurals

Capitalize the plural form of a common noun when it follows the proper adjective portion of two or more proper names.

Baltic and Black Seas

Tigris and Euphrates Rivers

Helsinki and Turku Naval Bases

Helmand and Kandahar Provinces

Most decisions on capitalizing names are concerned with common nouns that occur as parts of proper names, derivatives of proper names, and particles with names.

Capitalize common nouns as parts of proper names but not when the common noun is separated from the rest of the name by a word or phrase or when the common noun stands for the name of the place or thing.

- The Persian Gulf is an exception because of its prominence in military writing. Thus, we write "the Gulf War," "Gulf states," etc. Use lowercase for *gulf* as a common noun referring to any other gulf—for example, "Operations in the Gulf of Aden have increased because of pirates' activities in the gulf."

Quebec Province; Province of Quebec; Quebec, Canada's separatist province; the province
the Panama Canal; the canal
the Volga River; the river
Volgograd Command Post and Barracks; the command post; the barracks in Volgograd
Gwadar Port; the port
Puerto Quetzal; the port
Target Intelligence Conference; the conference
the Gulf of Aden; the gulf
the English Channel; the channel
Korean Peninsula; the peninsula

Capitalize *treaty* when it is part of the proper noun title or shortened title of a signed treaty; however, use lowercase for the word *treaty* when it is part of the name of an agreement that is not yet signed. Use lowercase for *treaty* when it stands alone for an agreement.

the Conventional Armed Forces in Europe Treaty; the CFE Treaty; the treaty
A conventional forces in Latin America treaty has never been developed.
The treaty was signed in 1973 but was not approved by the legislatures of all participating nations until 1984.
treaty-limited equipment

Use lowercase for *constitution* in most cases; use initial capitalization only when referring to the U.S. Constitution.

Capitalize the proper name portion of names that retain an association with their origin.

Bailey bridge [a bridge type]	Internet websites	neo Stalinism
Castroite sympathies	Islamization	Patton tank
degrees Celsius	Leninist doctrine	Ponzi scheme
degrees Fahrenheit	Marxism	Trojan horse
Doppler effect	Morse code	World Wide Web

Use lowercase for derivatives of proper names when they have acquired independent meanings.
(The U.S. Government Printing Office *Style Manual*, available on NIPRNET, contains a more extensive list.)

anglicize	india ink	pitot tube
angstrom unit	italicize	plaster of paris
arabic numerals	italic type	quisling
arctic clothing	jeep [as vehicle type, not trade name]	quixotic
artesian well	joule	quonset hut
bohemian	macadamized road	roentgen

bowie knife	mach	roman candle
braille	madras cloth	roman numerals
degaussing	manila envelope	roman type
diesel engine	mason jar	sanforize
fuller's earth	mecca [as place of interest, not city]	utopia
gargantuan	molotov cocktail	vaseline
gauss	neon light	venturi tube
german silver	newton	vulcanize
gothic type	pasteurize	watt
herculean task	philistine	website
holland cloth	pitman arm	zeppelin

Capitalize trade names that have not been forced into the generic language. However, unless you know a particular item is the genuine trade article, you'll do better to substitute **the** generic term.

air-cushion vehicle or hover craft [unless it is a real Hovercraft]
 fiberglass [unless it is Owens-Corning Fiberglas]
 a copy or photocopy [unless it is a Xerox copy]
 a vacuum container [unless it is a real Thermos]
 clear thermoplastic sheet [unless it really is Plexiglas]

Use lowercase for international and national currencies, even though a number of them may appear to be based on proper names, such as the euro, **the** bolivar, and **the** balboa.

afghani	dollar	peso
balboa	euro	pound
bolivar	franc	ruble
deutsche mark	lira	rupee

Capitalize *the* or its equivalent in a foreign language when it is part of an official name. When the name is used as an adjective, an uncapitalized *the* may precede it despite the redundancy for a non-English name.

The Hague; the Second Hague Conference
 El Salvador; the El Salvador situation
 The Bahamas; the Bahamas Tourist Office
 The Gambia; the Gambia mapping project

For many place names, convention calls for a lowercase *the*, especially with names of regions, island groups, rivers, and mountain ranges; place names that are in plural form; and place names that are adjective-noun compounds.

the North Caucasus	the Ural M ountains
the Midwest	the N etherlands
the Spratly Islands	the United States
the Tigris River	the United Kingdom

Do not capitalize *the* when **■** begins the name of a newspaper or other periodical; the name of a vessel, aircraft, or train; or the name of a firm. This rule applies even though *The* may appear as part of a newspaper's name on its masthead, as part of **■** vessel's name, or as part of a business's name.

the *Washington Post*
the *Times*
the *Los Angeles* [proper name of a ship]
the Hershey Company

In many European names, *d'*, *de*, *della*, *den*, *du*, *la*, *l'*, *van*, *vander*, *von*, and so forth normally are not capitalized except at the beginning of a sentence. The convention for the same particles for individuals born in English speaking countries varies widely; try to find out how the individual capitalizes his or her name, but use the lowercase form if that information is not available.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases." Also, note the hyphen with the *al* in "Haydar al-Abadi":

Intelligence Community (IC) guidance requires first that IC agencies follow spellings of individuals' names as they appear in *The World Factbook* no matter what transliteration practices might indicate. For the many Arabic names that do not appear in *The World Factbook*, IC guidance directs that agencies follow an IC standard for transliteration of Arabic. This standard calls for hyphens to "connect name elements within a name," as in "Abd al Rahman" and "Abu al Bashar." However, hyphens are not used in names that include *Allah* as part of the name (as in "Abdallah" or "Nasrallah") or names marked by the lineage/family marker *Al* (as in "Al Saud"), though this latter situation is rare and occurs mostly with names of individuals in Gulf Arab royal houses.

The World Factbook is available on JWICS at <<https://www.cia.us.qat/DI/Factbook/index.html>>.

Arabic Place Names. Presentation of *al* and similar elements associated with place names in Arabic follows different rules—those of the Board on Geographic Names (BGN), which the National Geospatial-Intelligence Agency (NGA) uses for most of the Middle East. For Arabic place names, *al* appears with an uppercase A, and no hyphen joins *Al* to the rest of the name, as in "Al Basrah" and "Al Qanbariyah" in Iraq.

A further difference exists between the IC standard for presenting Arabic personal names and the BGN's standard for spelling Arabic place names that include *al*. The IC standard for personal names transliterates the definite article *al* as it is written in Modern Standard Arabic (MSA) : *alif lam*. The BGN transliterates the definite article *al* in place names as it is pronounced in MSA. In MSA pronunciation, *al* is "assimilated" when followed by one of the 14 "sun letters." When preceding the letter *nun*, for example, *al* is pronounced "an"—*alif nun*. Therefore, the BGN renders an Iraqi city as "An Najaf" rather than "Al Najaf." Similar examples are "As Sulaymaniyah," "Ar Ramadi," "Ash Shamiyah," "Ad Diwaniyah," and so forth.

NGA maintains a searchable database of place names using BGN standards on NIPRNET:

<<http://www.geonames.nga.mil/namesgaz/>>. Search this database with "Options" set for "No Diacritics" and "BGN Standard" when you are seeking only BGN-approved spellings of place names.

Arabic Business/Organization Names. For names of businesses or business-related organizations with Arabic portions in their names, follow the presentation style for *al-*, *al*, *Al*, or *Al-* as that element appears in the source of the information. Businesses and business-related organizations use a variety of styles for presenting such an element, as company literature, business websites, and business directories demonstrate. If multiple sources show conflicting styles for the same business or organization and you have no way of finding out what the company or organization itself prefers, use *Al-* as the default.

Dresser Al-Rushaid Valve & Instrument Ltd	Dallah al Baraka Group
Ras Al Khaimeh Gas Commission	Dr. Al Oufi Law Firm

A'mal Al Nashi Transportation Est.

A M Al Khorafi Est.

Al-Arabiya [television network]

Al Jazeera [television network]

Al-Furat [television network]

Al-Furat [newspaper]

Arabic Names Occurring Within Sentences. When an Arabic name with *al-* as part of the name begins a sentence, the first letter of *al* must be capitalized. However, when a name with *al* as part of the name occurs within a sentence, keep the *al-* in its lowercase form. Of course, if *Al* has initial capitalization, as in a place name, the *Al* will have initial capitalization whether it begins a sentence or occurs within the sentence.

Al Qaida in Iraq had maintained a presence since....

When al Qaida in Iraq sent fighters into....

Operations in Al Basrah began during....

Arabic Names in Titles or Headings. When an Arabic name with *al-* as part of the name appears in a title or heading, keep the *al* in lowercase form unless the name begins the title/heading or appears immediately after a colon that connects a subtitle/subheading to a main title/heading:

Al-Qaida in the Arabian Peninsula Resizing Its Forces in the South

A Volatile South: Al-Qaida in the Arabian Peninsula Resizing Its Forces

Iraqi Government Operations Against al Qaida Fighters

Capitalize the proper name of a *national* governmental body as well as the shortened form of the proper name. Use lowercase for generic equivalents of the proper names and for shortened forms of the names of administrative bodies.

the U.S. Congress; the Congress; a congressional delegation

the British Parliament; the Parliament; the British legislature

the Colombian Congress; the Congress; the Colombian legislature; the Colombian parliament

the Icelandic Althing; the Icelandic parliament; the Icelandic legislature

the Ecuadorian National Congress; the Congress; the legislature

the Austrian Federal Assembly; the congress; the parliament

but the Pakistani Ministry of Law and Justice; the ministry

the Mexican National Public Safety Council; the council

Use lowercase for *government* (except *U.S. Government*) or its equivalent and for *administration*.

the U.S. Government; the British government; the government of Italy;

the national government; the Brown

government; the government; the Obama

administration; the administration

Parliament

For the United States only, use initial capitalization for *Cabinet*.

Capitalize *Parliament* if it is the actual name of a country's legislature, but use lowercase *parliament* if the legislature actually has a different name.

Check *The World Factbook* if you are uncertain about a legislature's proper name.

the U.S. Cabinet; President Obama's

Cabinet; the Cabinet

For the United Kingdom and the Commonwealth of Independent States, capitalize *Commonwealth* as part of the proper name and standing alone as a substitute for the full name.

the British Commonwealth; the Commonwealth; Commonwealth negotiations
the Commonwealth of Independent States; the Commonwealth; Commonwealth military issues

For *subnational* governmental bodies, capitalize only the full proper name; avoid shortened forms that might be confused with shortened forms of national equivalents.

the Commonwealth of Virginia; the commonwealth
the Maryland House of Delegates; the state legislature
the Quebec Parliament; the provincial parliament
the Jerusalem Municipal Council; the municipal council
the Karbala Provincial Council; the council

The names of a nation's military and police forces or services depend on how the nation's forces are structured. Do not assume that a nation's force names mirror those of the United States.

For the United States, capitalize *Armed Forces* when the term appears with the nation's name, but use lowercase if the name is separated from it.

the U.S. Armed Forces; the Armed Forces of the United States; the capabilities of the
U.S. Armed Forces
but The capabilities of the armed forces have improved.

For the rest of the world, use lowercase for *armed forces*, unless *armed forces* is part of the proper name.

the Argentine armed forces; the armed forces of Argentina; the armed forces
the Lebanese Armed Forces; the armed forces

Note: This guidance also applies when an acronym is being established for use in subsequent references to the military:

The structure of the Argentine armed forces (AAF)....

Capitalize the full proper name of a military force, military service, or national police force as well as a shortened form of the proper name. Use lowercase for generic terms related to force names and for names of forces that are being considered but that have not yet been developed. Terms such as *army*, *navy*, *air force*, and *marines* will be generic labels if a nation's proper names for its forces use other terms or if a nation's military structure is too small to include a developed army, navy, and so on.

the U.S. Army; the Army; Army fighting vehicles [controlled by the U.S. Army]
the U.S. Navy; the Navy; Navy surface ships [controlled by the U.S. Navy]
but naval; naval weapons [generic reference]; naval vessels [generic reference]
the U.S. Marine Corps; the U.S. Marines; the Marines; a Marine; a Marine landing craft [controlled by the U.S. Marines]; a marine amphibious craft [generic reference to a vessel type]; development of marine tactics [generic reference]
the U.S. Air Force; the Air Force; Air Force fixed-wing aircraft and helicopters [controlled by the U.S. Air Force]
the U.S. Coast Guard; the Coast Guard; a Coast Guard rescue vessel [controlled by the U.S. Coast Guard]
the Egyptian Army; the Army; the Egyptian ground forces; army equipment [generic reference to an equipment type]; army, division, or regiment level
the People's Liberation Army; the PLA; the Chinese Army; the Army; Chinese ground forces; the People's Liberation Army Air Force; the Air Force
the French Navy; the Navy; naval units [generic reference]; naval combatants [generic reference]

the Royal Air Force; the Air Force; an Air Force pilot [controlled by the Royal Air Force]
the Syrian Arab Air and Air Defense Forces; the Air and Air Defense Forces; Air Defense units
[controlled by the Syrian Air and Air Defense Forces]; air defense guns and missiles [generic reference
to weapon types]
the Spanish Guardia Civil [the Spanish form of the proper name]; the Spanish Civil Guard [the English
equivalent for the proper name]; Spain's national police; the national police
the Barbados Coast Guard; the Coast Guard; the navy of Barbados
the Jamaica Air Wing; the Air Wing; Jamaica's air force; the air force
The Russian military has six combat arms: the Ground Forces, the Navy, the Air Forces, the Airborne
Troops, the Strategic Rocket Forces, and the Space Troops. In this structure, *army* is a generic reference:
the Russian Ground Forces; a Ground Forces unit; the Russian army; an army unit

Use lowercase for shortened forms of individual unit names.

the 1st Army; the army
the 6th Fleet; the fleet
the 1028th Brigade; the brigade
I Corps; the corps

Use lowercase—other than for proper names—for military services as a group, for general references to one
kind of service in the plural form, or for the plural form of a military service type for more than one country.

the British military establishment
NATO naval forces; NATO navies
Central European air forces
British-supplied air force, naval, and ground equipment
but Greek and Turkish Navies; British, Indian, and French Air Forces [the plural form of
the common noun following the proper adjective portion of two or more proper names]
the armies of the United States and the United Kingdom

For the U.S. military, use initial uppercase for *Military Service(s)* but lowercase for *service(s)*, *unified
command(s)*, *specified command(s)*, and *combatant command(s)*.

Do not capitalize these terms in connection with the militaries of other countries or for U.S.
commands below the combatant command level (except as part of the full name of a command).

Capitalize the full proper name of an international organization and its subelements; use lowercase
for shortened forms of the names and for use of the terms in general senses.

the UN General Assembly; the assembly
the International Bank for Reconstruction and Development; the bank
representatives from a number of international banks

Capitalize the name of a specific embassy, mission, or consulate. Use lowercase for shortened forms
of those words and for their use in general senses—except for U.S. diplomatic entities, which should
appear with initial capitalization.

the British Embassy in Washington; the embassy
the French Consulate in New York; the consulate

reports from African embassies
 members of diplomatic missions
 the U.S. Embassy Rome; the Embassy; the U.S. Consulate General Naples; the U.S. Consulate in Naples; the Consulate; the U.S. Mission; a spokesman for the Mission

This manual is consistent with the DIA

Correspondence Guide on initial capitalization for several terms used frequently in correspondence and in papers dealing with DIA structural issues related to analysis.

The Agency

Use initial capitalization for Agency when it is a substitute for the "Defense Intelligence Agency."

- Use initial capitalization for *Federal* (as in "Federal agencies"), *Government*, and *Nation* for passages dealing with the United States only.
- Capitalize *Directorate*, *Office*, and *Center* when discussing those specific DIA structural elements, but use lowercase for generic senses. Do not capitalize *division*, *branch*, *section*, or *team* unless they are part of the full name of an Agency element.
- Use initial capitalization for *Defense* when referring to the U.S. Defense Intelligence Community; "developments in Defense Intelligence"; "Defense initiatives"; "the Defense Intelligence Enterprise"; "the Defense Intelligence Community."

Capitalize the full or shortened name of a political party, but not the word *party* standing alone.

the Chinese Communist Party; the CCP; the Communist Party; the party
 the Italian Socialist Party; the Socialist Party; the party

Capitalize words referring to members of organized parties, but use lowercase for words referring to political philosophies and their adherents.

- Socialist; a Communist; a Liberal; a Labourite; a Conservative; a Tory; a Christian
 Socialist [party members]
 a British socialist belonging to the Labour Party
 Eurocommunism; noncommunist countries; communist countries; anticommunist movement; a
 procommunist organization; a communist party called the Socialist Unity Party
 liberal parties of Western Europe
but Christian Democrat, Christian Democracy, and Christian Democratic
 [The *D* is capitalized as well as the *C* to prevent confusing adherents of Christian Democracy with
 Christians who adhere to democracy.]

Capitalize names of religions, specific religious bodies, and terms for religious adherents and their writings.

Christianity	Judaism	the Musa Qala Shura
Catholicism	Talmudic scholar	<i>but</i> shura members
Catholic Church; the Church	Quranic law	Ansar al-Sunnah Sharia Council
the Bible; Biblical text	a Muslim	<i>but</i> sharia law; sharia court;
a Protestant	an Islamist	a sharia council

Use lowercase for religious terms used in nonreligious senses.

a bible for intelligence writing
her catholic approaches to English usage

Use lowercase for terms denoting direction or position on the Earth.

north	northerly	northern Norway
west	north-northwest	the polar region
southwest	east coast	polar icecap
eastward	southern France	

Capitalize geographic terms for definite regions and geographic features. For political or administrative groupings, capitalize the term for the political/administrative grouping when it is used with a geographic term to form a proper name—for example, *province* in Kandahar Province or *governorate* in Diyala Governorate—but use lowercase for the political or administrative term when it is used generically—for example, in “European countries,” “the Maghreb states,” “Afghan provinces,” and “Iraqi governorates.”

the North Atlantic	Korean Peninsula
the West	Gaza Strip
the East	East-West dialogue
the Western Hemisphere	Mediterranean coast
the Middle East	Midwestern states
the Continent [continental Europe]	Western countries
Caribbean Basin	Persian Gulf states; Gulf states
North Pole	Baltic states
Holy Land	former Soviet republics
Equator	Helmand Province
San Andreas Fault	An Najaf Governorate
North and South Poles	South Sudan
	but northern Sudan

For individual studies, particular attention may be focused on a locality, and a name may be coined to distinguish that locality; in such a case, capitalize the coined name. This capitalization does not apply to general references to localities.

the cocaine industry in Peru's Upper **Huallaga Valley** [designating a particular locality for focused attention]
but farming along the lower Orinoco [a general reference to a locality]

Capitalize geographic terms used to divide the world into groups of countries for intelligence writing.

Middle East; Middle Eastern	Western Europe; West European
North Africa	Eastern Europe; East European
Sub-Saharan Africa	Central Europe; Central European
West Africa	Latin America
East Africa	Middle America
South Asia	Central America
East Asia	but ↗ southern Afghanistan
Central Asia	central Russia
	northern France

Capitalize the names of the celestial bodies the Sun, the Moon, and the planets (including, of course, the Earth). When the name of one of these bodies is used in a sense not associated with its being a celestial body, use lowercase.

Earth orbit; near-Earth orbit; orbit the Earth; position on the Earth; the Earth's crust;
but digging in the earth [here *earth* is equivalent to *dirt*, not the name of the planet]
Moon landing, moonlight
orbit the Sun, the Sun's rays; sunshine

Use lowercase for descriptive geographic terms.

tropical temperature
arctic conditions; arctic nights
polar exploration

Capitalize the names of racial, linguistic, and religious groupings, but use lowercase for terms based on racial origin, color, or local usage. In most cases, lowercase the word *clan*; capitalize it only in the Scottish context when preceding the clan name.

African-American	Shia; Shiite
Indo European	Sunni
Jewish	aborigine
Maori	black
Native American	white
Darod clan	but Clan MacArthur

Capitalize full proper forms of coined names for military, economic, political, or other groupings. Use lowercase for the shortened forms of the names and for generic references.

the former Warsaw Pact; the pact; pact countries
the North Atlantic Treaty Organization; NATO; the alliance; allies; allied
the European Community; the community
the European Union
the Big Four
the Muslim World; Muslim countries
the Arab World
the former Soviet Bloc; the bloc
Six-Party Talks
the Developing World
the Greens
the Intelligence Community [U.S.]; the community
the Defense Intelligence Community [U.S.]; the community

Capitalize holidays, religious feasts, and names coined to designate historic or political events.

New Year's Day	the Holocaust	the Great Depression
the New Year	the Battle of the Bulge	the Rose Revolution
the Feast of the Passover	the Islamic Revolution	the New Deal
the Great Leap Forward		

Capitalize the names of wars, including coined names designating wars, but use lowercase for the word *war* when it stands alone or is used in a generic sense.

World War II	the Korean War
post-World War II	the Vietnam War
World War I	the Iran-Iraq War
the Civil War	the Cold War
the Six-Day War; 1967 Arab-Israeli War	the Global War on Terrorism
the Yom Kippur War; the October War	
the first Persian Gulf War; the first Gulf War; the first Iraq War	
but the war; in the second world war; during two world wars; a civil war	

When an individual's title *immediately precedes* the person's name, capitalize the title. However, when the title follows the name, including being in apposition to it, or replaces the name, use lowercase for the title. Do not confuse a description with a title. Similarly, capitalize only valid titles; use lowercase for terms identifying illegitimate actors.

Prime Minister David Cameron; Prime Minister Cameron; the prime minister	The U.S. President
Defense Minister Juan Carlos Pinzon; Defense Minister Pinzon; the defense minister; Juan Carlos Pinzon, Colombia's defense minister	For U.S. presidents only, capitalize <i>President</i> except when using the term in a general sense or in a general reference to a group of U.S. presidents.
a meeting of the defense ministers of all the region's nations	President Barack Obama; President Obama; Barack Obama, the U.S. President; the President
special emissary Habib al-Qaida emir Zawahiri	but a meeting of all living U.S. presidents; the presidential election
Taliban shadow governor Salam	
Chief of the Defence Staff Lt Gen Thomas Lawson; the chief of the Defence Staff; Thomas Lawson, the chief of the Defence Staff; the Defence Staff chief; the chief	
Chilean Army Commander in Chief Gen Juan Miguel Fuente Alba; Commander in Chief Gen Fuente Alba; the commander in chief; Gen Fuente Alba, the commander in chief of Chile's Army	
101st Airborne Division Commander Maj Gen James McConville; Maj Gen James McConville, commander of the 101st Airborne Division; the division commander; the commander	
but the Supreme Allied Commander, Europe; the commander the Chairman, Joint Chiefs of Staff [U.S.]; the chairman; the general	

In official correspondence, use initial capitalization for titles of high-level officials, with or without a name.

the Deputy Under Secretary of Defense for Policy
 but the workforce development program manager

Capitalize *Acting* if it is part of an official title. Use lowercase for *former*, the prefixes *ex-* and *then-*, and the suffixes *-designate* and *-elect*.

Acting Party Chairman Spelling; the acting party chairman; the acting chairman
 former Communist Party General Secretary Gorbachev; former party chief Gorbachev
 Prime Minister-elect Fields; the prime minister-elect
 then-President Shorter; the then-president

For titles of publications (books, journals, magazines, newspapers, newsletters, reports, etc.), articles in publications, television and radio programs, sections, chapters, headings, figures, tables, and headings and subheadings within tables, follow these guidelines:

- Capitalize the first and last word and the first word following an em-dash or colon; nouns, pronouns, verbs (including the to of an infinitive), adjectives, adverbs; prepositions and conjunctions longer than three letters; and parts of compounds that would be capitalized standing alone.
- Use lowercase except for the first or last word or the first after ■ colon or em dash, for the articles *a*, *an*, and *the*; prepositions shorter than four letters (*at*, *by*, *for*, *in*, *of*, *on*, *to*, and *so on*); conjunctions shorter than four letters (*and*, *as*, *but*, *if*, *or*, *nor*); and the second element of a compound numeral.

Spotting Terrorists: What To Look for and Where To Look

Warlords and Other Militant Leaders

Pacific Alliance—The United States and Japan

“Nothing but Trouble: Divisions Within the Party”

In cross references, use initial capitalization for the common noun portion of numerical or letter designations of chapters, parts, sections, phases, stages, graphics, tables, appendixes, and so on.

covered in Chapter 3

(see Figure 13)

included in Appendix B

detailed in Table 5

expected in Phase 3

The capitals used for an abbreviation including an acronym do not necessitate capitals for their word equivalents. If the abbreviation/acronym is for a proper name, use capitals for the words; otherwise, use lowercase.

the Strategic Arms Reduction Treaty (START)

the Intermediate-Range Nuclear Forces (INF) Treaty

a treaty applying to all intermediate-range nuclear force (INF) operations within ground-controlled intercept (GCI) coverage

Avoid using capitals for emphasis. Boldfaced type, italics, and placement (centering or indenting) are more effective, less distracting means to provide emphasis.

Use lowercase for the seasons of the year. [Note: the ... of is not necessary in passages dealing with a season of a specific year: not “a conference in the spring of 2007,” but “a conference ■ spring 2007.”]

a meeting in summer 1999

no later than fall 2008

Use initial capitalization for the nicknames for aircraft, ships, and other weapon systems, including NATO-designated nicknames for military equipment. Use *class* with the name of a class of ships to indicate that the name is for the entire class, not just the first ship from the class; however, *class* is

optional when context makes clear that a name is for the ship class. Use italics for the proper name (but not the type or class) of an individual ship, aircraft, or spacecraft; do not use italic type for the nation indicator when you include it with the proper name.

Yankee class submarine; two Yankees; Polaris class submarine; Polaris submarine
Sovremennyy class guided-missile destroyer; Sovremennyy destroyer
MiG-29 Fulcrum fighter; L-39 Albatros
AA-10 Alamo air-to-air missiles
Tu-22M Backfire bomber
Ka-25 Hornet helicopter
SA-4 Ganef surface-to-air missile
Scud surface-to-surface missile
Knife Rest radar
Alouette III helicopter
HMS *Ark Royal*; USS *Enterprise*; the *Spirit of St. Louis*
the Kiev class aircraft carrier *Admiral Gorshkov*; the *Admiral Gorshkov*; the *Gorshkov* task group
the Soyuz-3; the latest Soyuz TMA spacecraft
the Concorde; a Leopard tank

Use all uppercase for codenames or covernames assigned to military exercises, operations, and special projects or programs.

during Exercise SOYUZ-85; the SOYUZ-85 exercise
Exercise ULCHI FOCUS LENS
Operation ENDURING FREEDOM
the STONE'S THROW test project
BYZANTINE HADES information

Use initial capitalization for the names of academic degrees, but use lowercase for references to degrees in a general sense.

Doctor of Law; Doctor of Veterinary Medicine; doctor's degree in law; doctorate
Master of Arts in English; Master of Arts in the humanities; master's degree in education
Bachelor of Science in computer science; bachelor's degree
associate's degree in communication applications

Show the names of chemical elements and compounds in lowercase as words but with initial uppercase for chemical symbols. (By international agreement, in technical symbology the mass number of an isotope appears in superscript form to the left of the symbol for the element; that is, technically the symbol for uranium-235 is ²³⁵U. However, for less technical writing, such as intelligence papers, the more common rendering of the symbol is U-235.)

sodium chloride; NaCl
sodium citrate; Na₃C₆H₅O₇·2H₂O
uranium; U; uranium tetrafluoride; UF₄; uranium hexafluoride; UF₆
uranium-235; U-235; uranium-238; U-238

Use uppercase for a plant or animal genus and lowercase for the species (even in titles and headings). (Both genus and species also appear in italics.) After the first use of a genus, it can be abbreviated (but it remains uppercase and italic). Higher divisions of plants and animals—phylum, class, order, and family—are capitalized but shown in roman type.

Clostridium botulinum; *C. botulinum* [on subsequent use]

Giardia lamblia; *G. lamblia* [on subsequent use]

Escherichia coli; *E. coli* [on subsequent use]

Anthropoda [phylum]

Mammals; **Mammalia** [class]; destruction by some sort of mammal [generic reference, not a reference to the class]

Rodentia [order]

Hominidae [family]

CHAPTER 4:

—Bryan A. Garner, *A Dictionary of Modern American Usage*

CHAPTER 4:

Numbers can appear in writing as numerals (numeric symbols, like 1, 2, 3 or I, II, III) or as words or groups of words. Most rules for presenting numbers have to do with determining which form—numerals or words—is more appropriate for a particular situation. This chapter provides a set of basic rules that cover most circumstances and other rules for special situations or factors related to using and presenting numbers.

Writers sometimes try to reduce guidance for using numbers to only two rules: spell out numbers below x, but use numerals for numbers x and above. As appealing as that logic is in its simplicity, it just does not account for the variety of situations in which writers use numbers in their text and tables. As cumbersome as the rules in this chapter may appear at first, they provide a logical and consistent appearance for numbers in publications.

As *The Chicago Manual of Style* points out, several factors affect whether numbers should appear as numerals or words:

- The size of a number (our most basic rule has to do with whether a number is less than 10 or equal to or greater than 10).
- The kind of entity a number represents (another basic rule deals with units of measure, time, or money).
- Whether a number is exact or indefinite (we treat numbers differently if they are nonliteral or indefinite).
- The context in which a number appears (for example, a number that starts a sentence receives special treatment, and we vary treatment of numbers somewhat when they appear in tables rather than text).

The basic rules and all of the variations of the basic rules are related to these factors.

1. **Except at the beginning of a sentence, show numbers 10 or greater as numerals.**

If a number is the first word of a sentence, however, spell it out.

The job took 12 workers 30 days.

Forty-three workers built the bridge.

- We make an exception for a number that is the first “word” of a sentence or sentence fragment in a comments or remarks field in a table. Such a number can appear as a numeral rather than a word. See “Numbers in Tables” below for an illustration of this exception.

2. **Except for units of measurement, time, and money, spell out numbers less than 10.**

The shipment consisted of three tanks and two armored personnel carriers.

3. **For specific units of measurement, time, and money, use numerals, regardless of whether a number is less than, equal to, or greater than 10.** (Rules related to those types of numbers will be treated in greater detail following these basic rules.)

In the past 11 years, no new incidents have occurred.

In the past 3 years, no new incidents have occurred.

4. **When numbers 10 or greater are mixed with numbers less than 10, follow either rule 4a or 4b below for numbers within a sentence.** The rule that applies depends on whether any of the numbers are for measurements, time, or money.

- a. When a sentence contains both numbers less than 10 and numbers equal to or greater than 10, use numerals for all the numbers. The following examples have both numbers less than 10 and numbers equal to or greater than 10, but none of the numbers are for measurements, time, or money.

The attack involved 60 soldiers, 5 tanks, and 2 helicopters.

The attack involved five tanks and two helicopters.

In the first example, 5 and 2 are numerals because of the 60 in the same sentence. In the second example, *five* and *two* are words because the sentence does not contain ■ number 10 or greater.

- b. Units of measurement, time, and money—which should appear as numerals—do not affect the other numbers in a sentence and are not affected by them. Those other numbers continue to follow rule 4a above.

In the past 11 years, only two attacks and seven casualties have occurred.

In the past 11 years, 2 attacks and more than 120 casualties have occurred.

In the past 3 years, 2 attacks and more than 120 casualties have occurred.

In the past 3 years, only two attacks and seven casualties have occurred.

The 11 years (a measure of time), though greater than 10, does not affect the form of the other numbers in either of the first two sample sentences. In the third sample, the 120 does not affect the 3 years; the numeral 3 is appropriate simply because ■ is for a measure of time. In the first sample, two and seven are words because each of them is less than 10 (and 11 years has no bearing on the form in which those numbers appear). In the fourth sample, 3 years has no bearing on the form for the other numbers in the sentence, which are words because both of them are less than 10. In the second and third samples, both 2 and 120 are numerals because of the 120 in each sentence.

However, spell out a number less than 10 if it is clearly unrelated to the other numbers in a sentence.

At one hearing, all 15 local members of the group pressed for a 1-week delay to allow members from outside the country to arrive.

Turning Off Superscripting for Ordinal Numbers

Word 2007's default autocorrection settings automatically superscript the endings of ordinal numbers as you type unless you turn this feature off. To turn ■ off, follow these steps:

1. Click on the "Word Options" selection at the bottom of the drop-down box that appears when you select the round Microsoft Office logo, which is in the upper-left corner of all Word ribbons.
2. Select "Proofing" in the list at the left side of the "Word Options" drop down box.
3. Select "AutoCorrect Options," near the top of the available selections.
4. Select the "AutoFormat" tab in the drop-down box.
5. Deselect "Ordinals (1st) with superscript" and click on "OK."
6. Select the "AutoFormat As You Type" tab in the drop-down box.
7. Deselect "Ordinals (1st) with superscript" and click on "OK."
8. Click on "OK" in the "Word Options" box to clear it from your screen.

This will prevent Word from putting the endings of ordinal numbers in superscript form as you type. It will not automatically change superscripted ordinals that have been saved in a document, but it will make correcting text easier.

Ordinals indicate order in a series: 1st, 2nd, 3rd, 4th, etc. The basic rules generally apply to ordinal as well as cardinal numbers (1, 2, 3, etc.)—except for designators for military units. However, when ordinal and cardinal numbers appear in the same sentence, the basic rules apply to each type of numeral independently: ordinals do not affect cardinals, and cardinals do not affect ordinals.

The third group contained two items.

The third group contained 12 items.

The 3rd and 10th groups contained three items each.

The 3rd and 10th groups contained 3 and 11 items, respectively.

- Ordinal numbers should appear with the *nd*, *rd*, *st*, or *th* portion on the line, rather than in superscript form (“22nd” rather than “22nd”).

Military Unit Designators. Except for the exceptions below, present the designators for foreign military units using arabic numerals (rather than roman numerals or words) and in ordinal form (for example, “the 115th Infantry Division” rather than “the 115 Infantry Division”). Use these presentation forms no matter how the foreign military itself presents the designators. Abbreviating the word portion of unit designators is acceptable in tables and graphics when space is a limitation, but write out the words in text.

323rd Fighter Wing

451st Motorized Rifle Division

- Exception 1: Use roman numerals for U.S. Army corps (but not for foreign corps).

XII Corps

XVIII Airborne Corps

- Exception 2: In text, use words for China’s Second Artillery Corps.

Except within footnotes to a table, all numbers within a table will be numerals, even if the table contains textual remarks. If a remarks or comments column contains sentences or sentence fragments, those can begin with numerals (see the final portion of the second remarks entry in the following sample). Within footnotes to a table, however, follow the basic rules for numerals in text, and do not begin sentences with numerals.

<i>Wharf Reference</i>	<i>Months</i>	<i>Cargo-Handling Equipment</i>	<i>Remarks</i>
South Pier	Breakbulk 2G	2 mobile jib cranes; ¹ portal jib crane	Discharge 680 t/d breakbulk.
North Pier	Container 36-C	2 straddle cranes	Discharge 10,000 t/d container. 30-meter RO/RO ramp planned. ¹

¹ Currently the port has no RO/RO capability. Construction of one ramp here and two at nearby Port Manatū will open the country’s Pacific coast to RO/RO shipping.

If you cannot avoid beginning a sentence with a number, spell it out. That spelled out number, however, will have no effect on the form (numeral or word) of other numbers in the same sentence; they will continue to follow the basic rules as if the opening number did not exist.

Fifty kilometers away, rising to 3,500 meters, is Mount Finch.

Fifty kilometers away, along a 7-km ridge line, were three guerrilla bases.

In response to U.S. public law, DIA has used metric units for most measurements since 1976. The International System of Units (SI), which we commonly call the metric system, is the standard for scientific disciplines, is used commonly among the Military Services, and is the standard of allies with whom we collaboratively produce products and to whom we release intelligence.

Preferences exist for which units are to be used with which quantities. In addition, some nonmetric units still are appropriate.

- Cubic meters and kilograms are preferred for volume and mass, but liters and metric tons are preferred for fuel capacity and bulk mass (wheat, coal, and others). Bushels, barrels, and barrels per day may be used.
- Use square meters for floor areas within buildings and for other covered structures, including caves, and small open-air storage areas less than 10,000 square meters. Use hectares for large open storage areas (equal to or greater than 10,000 square meters, since 1 hectare equals 10,000 square meters) and cropland (except for small gardens), forests, etc. Use square kilometers for land areas of large political units (urban areas, districts, provinces, states, countries, etc.), for areas of military operations, and for enclosed bodies of water (unless the body of water is so small, as with a pond, that showing square meters is more appropriate).
- Use kilotons and megatons for nuclear weapon yields.
- Weights for standard U.S. bombs usually are given in pounds rather than kilograms—for example, “a 5,000 lb penetrating warhead.”
- Use degrees (rather than radians) for azimuth, beamwidth, inclination, reentry angle, and other angles for which degrees customarily have been used.
- For very short distances and very small pressures, use micrometers, not microns.
- Preferred units for radius, range, speed, and altitude vary depending on the applications:

Nautical miles and knots or mach continue to be used for naval and aircraft related parameters and for radius, range, or distance associated with aircraft and ship operations. Showing metric units in addition is not required but sometimes may be appropriate. If altitudes are associated with distances in nautical miles, those altitudes should be in feet.

Use nautical miles for ranges of territorial waters and economic zones at sea.

- Use meters for wave heights (showing feet in parentheses also may be appropriate).
Metric units (kilometers and kilometers per hour) should be used where more appropriate, such as ■ when discussing flight activity originally reported in kilometers, when describing radar scopes and other items calibrated in kilometers, when citing data from foreign documents with distances in kilometers, and when reporting estimates originally calculated in metric units. Showing values in nautical miles in addition to values in kilometers is not required; however, key characteristics—maximum range, maximum speed, and others—should be stated in nautical miles and knots as well ■ in metric units. Altitude capability should be expressed in meters (rather than kilometers).
- Use kilometers for ballistic missiles and space-related parameters such as range, apogee, and perigee.
Use meters for circular error probable (CEP). CEP is a measure of locational accuracy; it represents the radius of a circle into which half of the projectiles—bombs, missile warheads, bullets, etc.—are expected to impact.
Use meters per second for velocity and g for acceleration.
Use kilometers and kilometers per hour where statute miles and miles per hour customarily would have been used, such as for highway and rail travel, landline distances, and “roadmap” distances between sites. Use meters for altitude for land-related locations.

Metric and Nonmetric

Take particular care within a document not to mix metric and nonmetric units unnecessarily so that readers are left with confusing data. For example, in discussions of air-land operations, do not mix nautical mile data for aircraft and kilometers for units and objects on the ground. If you indicate that a target is 500 kilometers from Airbase X and that the combat radius of the fighter-bombers at that base is 300 nautical miles, can the aircraft reach the target without refueling? Because the units of measure are mixed, the answer is not obvious. In such cases, convert all measurements to metric data or provide both metric and nonmetric measurements for the data customarily expressed in nonmetric units.

- Other nonmetric units still in wide use—such as standard atmosphere, millibar, and roentgen—should be used in contexts for which departure from traditional units would impair communication.

Online Conversion Tools. Such tools are available for many measurement conversions. On the DIA homepage on JWICS, select “Resources,” and from there select “Tools” and then “Misc Calculators” and “Metric Converter.”

In addition, the appendix provides conversion factors for units of measure commonly used in intelligence products.

Use numerals for any number expressing a measurement unless you are stating an indefinite quantity. As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form: for example, “a section of road that stretched 5 kilometers,” but “a 5-km section of road.” In tables, abbreviations are appropriate for all units of measure because of space limitations. Never abbreviate the units with an indefinite quantity. Avoid abbreviating units when the result is a single-letter abbreviation (“a 3-meter stream” rather than “a 3-m stream”).

The missile exploded 500 kilometers downrange.

The vehicle has an estimated 500-km range without refueling.

Each aperture is protected by a 2-meter shield.

The platoon advanced several hundred kilometers. [not “several 100 kilometers,” and not “several hundred km”]

Use numerals for ages. In many instances, using the terms *age* or *aged* is unnecessary (as in the first three samples below) because context usually will make clear that the numeral is for an individual’s age.

The general is 60. [or “60 years old,” not “60 years of age”]

The general is in his 60s.

The general, 60, is retiring soon. [not “aged 60”]

The draft now applies to 17-year-olds.

Use numerals for days and years. In intelligence products, give dates in military format (day month year order); in official correspondence, use traditional format (month-day-year order). Only the day and month are necessary if the year is obvious from context. Ordinal numbers may be used after the month is clearly established. Do not abbreviate the month or year in text, though abbreviating for tables may be appropriate because of space limitations.

India’s independence was declared on 15 August 1947. [not “15 Aug 47”]

All signers had left by the 22nd.

A class of pilots graduated in June 1989. [not “June, 1989”]

For a date in a classified product’s classification authority/declassification block, Information Security Oversight Office and Department of Defense guidance requires the date to be all ■ numerals and in YYYYMMDD form.

Declassify on: 20351117

Use numerals for units of time: seconds, minutes, hours, days, weeks, months, and years. However, if the expression of time is nonliteral or indefinite, use words instead.

The work usually requires 2 hours of labor.
She worked for the company for 7 months and 2 days.
but lasted more than four decades in a day or two
finish by the eleventh hour

From, Between, and Dashes

Do not combine *from* or *between* with years joined by an en-dash (use *to*, *through*, or *and* instead of the en-dash).

He visited the embassy twice between 2008 and 2009. [not "between 2008–09"]

He visited the embassy twice from 2008 to 2009. [not "from 2008–09"]

Except in indefinite or nonliteral expressions, use numerals for years.

Pilot candidates study general sciences for 1 year, followed by 2 years of flight training.
but Data for any one year will show that the plan was ineffective.

Also use numerals for fiscal years.

fiscal year 2010
FY 2010

FY 2010–12
from FY 2010 to 2011

For numerals designating a *continuous* period of 2 or more years, use an en-dash to mean "to and including" or "through." Never use an en-dash to join separate years not representing a continuous period; to indicate 2 years without indicating a continuous period, use *and* instead.

He worked at the embassy during 2004–06.
He worked at the embassy during 2006 and 2007.
The first two submarines were launched in 1990 and 1991. [not "1990–91"]

Use ■ slash (or virgule) to show a period occurring partially in one year and partially in another.

production in FY 2010/11
He flew three illegal flights in 2008/09.

Notice that the numerals and slash are run together without spaces around the slash.

For decades, use the numerals of the initial year followed by an s (1980s). You can show centuries the same way (1800s), but ordinal numbers are more common (19th century).

This estimate covers the mid-to-late 1980s.

However, if you are discussing decades or centuries in a general or nonliteral sense, use words instead of numerals.

during three decades from one century to the next

Use numerals and the 24-hour system.

The managers met at 0745.

The meeting has been postponed to 1725.

Express values in U.S. money with numerals preceded by a dollar sign. Indicating U.S.\$ (or USD) is not necessary unless foreign dollars could be understood. If you need to show foreign currency, follow it with the dollar amount in parentheses. Use words, not symbols, when indicating foreign currencies.

Hyphenate unit modifiers involving money just as you would other unit modifiers involving numerals.

Use the word *dollars* (or *cents* for amounts less than a dollar) when you are giving generalized or indefinite amounts.

The missile system cost the Iranians nearly \$500 million.

The military purchased \$5 million worth of radio-relay equipment.

The group paid 5 million South Korean won (\$4.325) for safe return of the hostage.

The equipment cost the government nearly 100 million pounds (about \$156 million). [not £100 million]

The company offered its workers a \$1.53-per-hour increase in wages.

He called the conference a \$50-million boondoggle.

He paid about 40 cents tax on every dollar he earned.

The work cost the firm thousands of dollars.

Use numerals with percentages. Write out the word *percent* in text. The percent sign (%) is acceptable in tables and graphics if space is tight, but normally write out *percent* in the text portions of tables and graphics, and especially in footnotes to them.

The plan projects a 5-percent increase by 1990.

He formed a joint venture that was 59 percent Chinese and 41 British.

Agricultural products make up 20 to 25 percent of the country's imports.

For expressions showing the relationship of a larger quantity to a smaller one (often accompanied by the word *times* or its equivalent), follow the basic rules for numbers less than or equal to or greater than 10 unless a decimal is involved; for such expressions with decimals, use numerals.

five times as large

10 times greater

2.5 times faster

The number of tanks is five times greater than before the war.

Missiles increased to 100 in 1991, 5 times the previous total.

Use numerals.

The pilot-to-aircraft ratio is 1.2:1.

He had a 50–50 chance of winning.

The measure passed with a 50 to 1 vote.

For Basic Encyclopedia (BE) numbers, use BE, a space, and the number. In a table with "BE Number" as a column heading, show only the number in the column (omitting BE).

BE 0254-08342

BE 0254CA8342

Separate a BE number from any associated O-suffix with a slash.

BE 0613DJ0002/DJ003

If such data will appear in a table, use a column heading of "BE Number/O-Suffix."

Use hyphens between degrees, minutes, and seconds, and leave a space between latitude and longitude. Show all three places for degrees for longitude.

The village was at 60-17-44N 135-20-16E.

The border crossing was at 22 12 17N 015 34 10W. [not "15-34-10W"]

Portraying decimal coordinates may imply an accuracy that is not correct and is unnecessary for most intelligence products. Decimal-second accuracy is important for targeting lists and databases of ground features when a high degree of accuracy is necessary for precise locations. For these reasons, decimal coordinates should be reserved for those limited cases for which such accuracy is critical and should not be used with general intelligence publications.

Use numerals when referring to numbers in mathematical expressions, no matter the size of the number.

multiplied by 3

divided by 4

Data points are rounded to the nearest 10th.

The estimate could be off by a factor of 2 or 3.

Use arabic numerals for designators for tables, graphics, footnotes, endnotes, parts of publications, and so forth. (However, appendixes to publications have letter designators: "Appendix A," "Appendix B," etc.)

Table 1

Figure 3

Part 4

Section 5

Treat numbers appearing as parts of proper names as they commonly appear for those names; do not apply basic numbers rules to such names.

Three Rivers, Pennsylvania

Air Force One

1st Army

Do not apply the basic rules to indefinite or nonliteral numbers; instead, spell them out.

a tenfold increase

The project will cost tens of millions.

She addressed several thousand people.

She is famous for eleventh-hour decisions.

He is the number-two man in the regime.

Terms such as *nearly*, *about*, *around*, and *approximately* do not by themselves reflect indefinite expressions. Normally such terms indicate rounding, but a rounded number remains more definite than an indefinite or nonliteral number.

Approximation

Do not use *about*, *around*, *approximately*, or any other word of approximation with exact numbers—"approximately 5,600" but not "approximately 5,613."

Round numbers greater than 999,999 unless an exact number is necessary. Spell out *million*, *billion*, and so forth and precede the word with a numeral rounded usually to no more than two decimal places.

The population is about 240 million.

More than 12.35 million Americans served in World War II.

The program calls for funding of \$5.2 billion.

See page 80 under "Years" for en dashes with ranges of years. Take particular care in joining range numerals (other than years and page references) so readers cannot be confused by the figures shown. En-dashes may be used (though not required) in ranges in the millions and multimillions but note particularly the placement within money figures in the second sample below.

The march covered 10–15 kilometers. [or "10 to 15 kilometers"]

The program will cost \$12 million to \$14 million. [or "\$12–14 million," but not "\$12 to \$14 million," which implies "12 dollars to 14 million dollars"]

Gas reserves are estimated at 10–15 billion cubic meters. [or "10 to 15 billion cubic meters"]

Do not combine *from* and *between* with numbers joined by an en dash (use *to*, *through*, or *and* instead of the en dash).

Estimates range from 10 to 30. [not "from 10–30"]

Bids fell between \$10 million and \$14 million. [not "between \$10–14 million"]

For ranges in temperature, show the degree sign and the type of temperature scale only once if the parts of the range appear together, but repeat the sign and scale if other text separates the parts of the range. Note in the following examples that a space should appear between the number for the temperature and the indication of the temperature scale.

average in the high 20 °Celsius (80 °Fahrenheit)

drop to 8 to 12 °Celsius (upper 40 to lower 50 °Fahrenheit)

around 5 °C (low 40 °F)

exceed 30 °C (upper 80 to 90 °F)

rise to near 10 °C (upper 40 °F) in April and reach a high of 20 °C (80 °F) in June

For ranges of inclusive page numbers, show all numbers up to 100 (3–4; 4–12; 54–55). Thereafter, reduce the second number of a set to two digits (253–54; 601–09; 1901–02; 2614–15) unless the hundred or thousand changes (499–501; 2998–3002).

Use commas to separate numerals in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

There were 1,087,143 casualties.

A force of 20,000 was needed.

but

during 2009

the 1028th Brigade

1400 hours

job number 518225/10

3.1416

3,732.14592

pages 3614 and 3617

1812 kHz [*but* 15,117 kHz and 1,832 MHz]

When you use *x* to stand for *by* in commonly used numerical expressions, such as equipment designators, run the numerals and the lowercase *x* together without intervening spaces.

4x4

8x8

Numerical expressions including possession require an apostrophe but not an en-dash or hyphen. (Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the **genitive** case, which came to be called the **possessive** case in the 18th century, and does not involve possession.)

After 5 years' planning, the project was scrapped.

The new regime bought several million dollars' worth of equipment. [*but* "\$10 million worth of equipment"]

Use numerals for numbers requiring a decimal point. For numbers less than 1.0, precede the decimal point with 0 (except for designations of gun bore or ammunition). Omit zeros from the end of a decimal number unless you are showing an exact measurement.

0.25 centimeter

1.25 centimeters

silver 0.900 fine [exact measurement]

a .22-caliber cartridge

In the samples above, notice that **when** the numeral for a unit of measure is equal to or less than 1.0, the word for the units when written out is singular (0.25 centimeter), but it is plural **when** the numeral is greater than 1.0 (1.25 centimeters). The same is not true for abbreviated units, however; they appear only in the singular form: 0.25 cm, 1.25 cm, 10.25 cm.

Convert fractions to decimals whenever reasonable. Otherwise, write out fractions, with a hyphen in both noun and adjective forms.

0.75 kilometer [preferred over "three-quarters of a kilometer"]

one-half year

a two-thirds majority; a majority of two-thirds

first quarter FY 2009 [note no hyphen in "first quarter"]

Avoid combinations of whole numbers and fractions by converting to decimal quantities whenever reasonable.

5.5 percent [not "5 1/2 percent"]

Otherwise, spell out phrases in nonstatistical contexts.

two and a half years ago

a two-and-a-half-year trial period

In statistical contexts, use mixes of whole numbers and fractions (5 1/2, 4 1/4) if converting to decimals is not appropriate.

Use hyphens with numerical unit modifiers.

20-km march

23-meter-wide river

105 mm guns

eleventh hour decision

7-meter limit

two-story building; 10-story building

3-million-member Army

6-percent increase; 6- to 7-percent increase

20-NM range

one- to two-story structure

To avoid confusion, avoid placing cardinal numerals side by side.

Twenty-five divisions were identified by 2006. [not "In 2006 25 divisions were identified."]

However, when the second number is part of a unit modifier, the hyphen of the unit modifier prevents misreading, so placement of numbers side by side is acceptable:

14 152-mm guns

When the word for a unit of measure is written out, use the singular form with a number less than or equal to 1.0; use the plural form with numbers, including fractions or decimals, greater than 1.0.

0.75 meter

1 meter

1.25 meters

7 meters

However, when the unit of measure is in its abbreviated form, use only the singular form.

a 0.75-km road segment

a 1-km road segment

a 1.25 km road segment

a 7 km road segment

When a number is the subject of a clause, the number is singular or plural (and takes a corresponding singular or plural verb) depending on whether it designates a quantity (something measured as a unit, as in length, area, volume, mass, temperature, or time) or a number of things (things counted individually).

- Quantities, which are measured, are singular and are the most common numerical subjects.

Four gallons of milk was all the machine would hold. [*Four gallons* in this passage is a measure of volume and is singular because it represents a single unit.]

- A number of individual things is plural.

Four gallons of milk were sitting in the dairy case. [The *four gallons* in this passage are being discussed as individual things—four 1-gallon containers of milk—making the subject plural.]

Beware of becoming confused by the seemingly plural nature of the unit of measure (*gallons* in the samples above). Although the measure sounds plural, it designates a unit—a single thing.

Twenty kilometers of track was all the crew could lay in 8 hours.

Nearly 2 million barrels of capacity was destroyed in the first attacks.

Over 2 metric tons of cocaine was seized in the drug raid.

In each of these sentences, the unit of measure sounds plural (*kilometers*, *barrels*, and *metric tons*) but actually indicates the amount of a single thing—length, volume, and mass.

Do not confuse quantities and numbers as subjects with words that express a *portion of a whole* words such as *percent* or *half* (and other fractions). These words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences):

Thirty percent of the forest was destroyed by yearend. [The *30 percent* is singular in this passage because it is being discussed as a single unit.]

Thirty percent of the trees were loaded onto trucks. [Because the trees would be loaded individually, or perhaps in multiple small groups, this *30 percent of the trees* is plural.]

For further discussion, see *all*, *any*, *half* (and other fractions), *more*, *most*, *none*, *part*, *percent*, *percentage*, *some* in Chapter 5.

CHAPTER 5:

—Patricia T. O’Conner, *Woe is I: The Grammarphobe’s Guide to
Better English in Plain English*

CHAPTER 5:

This chapter provides guidance on troublesome words and phrases. Some are frequently confused or misused; some are overused and should be replaced with more vigorous expressions; some show preference for usage among related words or phrases. A thesaurus can be a valuable tool when you are stuck on a word or phrase, but pay attention to the differing shades of meaning among the choices, especially to connotations that may present nuances that make some word choices inappropriate for the passage you are considering.

a, an. The choice between *a* and *an* depends on the initial sound of the next word or abbreviation, not on whether its initial letter is a vowel or consonant.

- With words.
 - Use *a* before a word beginning with a consonant sound or an aspirated *h* (such as “hill,” “habitual,” “historic”).
 - Use *an* when the following word begins with a vowel sound or a silent *h* (such as “honest,” “hour,” “honor”).
- With numerical expressions. When the following expression begins with a numeral, choose between *a* and *an* on the basis of the pronunciation of the numerical term, applying the rules for words above: “a 12-year-old ship”; “an 11-year-old airframe.”
- With abbreviations, including acronyms and letter/number groups. The initial sound test still applies.
 - For acronyms pronounced as words (such as “BMEWS,” “HOT,” “IMINT,” “OCONUS”), apply the rules for words above: “a BMEWS installation,” “a HOT missile,” “an IMINT collector,” “an OCONUS military base.”
 - For acronyms and other letter/number groups (such as “SS-25”) for which you pronounce the letters and numbers themselves, apply the following rules:
 - Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z*: “a DIA employee,” “a UN worker.”
 - Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x*: “an NSC directive,” “an SS-25 missile,” “an Su-34 aircraft.”
 - When choosing between *a* and *an* with an abbreviation, consider the abbreviation itself, not the expansion of the abbreviation. For example, for discussion of a fuel-air explosive (FAE) device, because we would pronounce the letters of the abbreviation, we would write “an FAE device,” since *an* is appropriate before an abbreviation beginning with *f*; we would not choose “a FAE device” even though *a* would be appropriate before “fuel.”

ability, capability, capacity. Regarding people, *ability* is the power to do something; *capacity*, like aptitude, is the inherent facility to acquire an ability. A person can acquire ability but already must possess capacity. For people, *capability* refers to having the talent or potential for development. For things, *ability*, *capacity*, and *capability* are synonymous—all referring to having the potential to be used for a particular purpose. Although some people believe only a person (not a thing) can have an ability, dictionaries do not support this distinction.

about, around. In the sense of approximately, use *about* rather than *around*. In a sentence such as “The unit strength is estimated at about 2,500,” the writer does not need both *estimated* and *about*. The sentence can be simplified to “The unit strength is about 2,500” or “The unit strength is estimated at 2,500”; the first choice usually is preferable because the second is in passive voice, but

the second choice is preferable if the writer is conveying that the number is an estimate rather than a generally accepted fact. Do not use any word for approximation with an exact number: "about 5,600" but not "about 5,613." For *about*, see also *as to* and *approximately*, *about*, *roughly*, *some*.

above, below. *Above* is accepted as meaning "previously mentioned" and *below* as "mentioned later." Use of either term to refer to text elsewhere in a document should be infrequent (overuse sounds legalistic), and the references should be clear ("the description above of command bunkers" rather than "the description above") so readers cannot be in doubt about what is being addressed. *Above* is preferable to the legalistic *abovementioned* or *forementioned*.

absolute. Because the term shows a perfect, complete, unrestricted state, most modifiers and comparisons are illogical: "very absolute," "too absolute," "more absolute." However, *nearly* is an acceptable modifier ("nearly absolute acceptance"). Also see *very*.

access, assess. *Access*, as a noun, ■ a means of approaching, entering or exiting, or communicating; the ability to do one of these; or the act of doing such a thing. As a verb, especially in relation to computers, to *access* is to obtain entry. *Assess* is a verb dealing with determining value (as for taxation), setting the amount for taxation or special payment, or actually charging such a payment. For sports, to *assess* is to charge with a penalty. Finally—and most important for intelligence writing—to *assess* is to determine the value or significance of something: "We assess that changes in the Army's force structure will result in a more mobile force."

accidental, fortuitous, contingent, incidental, opportune. Related adjectives, these have varied shades of meaning: *Accidental* carries the idea of chance. *Fortuitous* strengthens the sense of chance; it can suggest luck or good fortune, but it does not lose the associated sense that the good fortune was unplanned. (Saying "The president's choice of Stein for prime minister was fortuitous," then, implies that the president's choice came from dumb luck, not brilliant insight.) *Contingent*, in its sense of "accidental," suggests something that may happen but that is uncertain because causal factors, including chance, are unknown. *Incidental* suggests an association that may or may not be accidental. *Opportune* suggests an element of chance mixed with timeliness: being in the right place at the right time.

actual, real, virtual. *Actual* emphasizes fact as it is or has become at the moment, whereas *real* emphasizes fact as it always has been or has been for a long time. *Virtual* means "having the effect but not the form" (as with a "virtual leader" when an actual leader exists).

adapt, adopt. *Adapt* is to adjust oneself or something to a new or changed situation. *Adopt* is to accept or choose a new course of action.

adit, entrance, entryway, entranceway, portal. An *entrance* ■ an opening allowing entry. An *entryway* is a passage serving as an entrance; this term ■ preferable to *entranceway*. In general English, a *portal* is a two-dimensional entrance or doorway; an *adit* is an entryway, mostly horizontal, leading into a mine or other underground facility. For intelligence writing related to hardened structures and underground facilities, however, both *portal* and *adit* have more precise engineering definitions; see the Defense Resources and Infrastructure Office's *Lexicon of Hardened Structure Definitions and Terms*, <http://www.dri.doe.gov/intel/worldwide/cird/DIA_13_1_10_170_RFI_10_FVI_Y.html>.

adjacent, contiguous, colocated. In a general sense, *adjacent* and *contiguous* are interchangeable. However, *adjacent* means "close to" or "lying near"; *contiguous* means "touching" or "sharing an edge or boundary." *Colocated* means "placed together"; it is appropriate for two organizations that share a building, facility, or complex, as in "the headquarters of the 32nd Battalion and the 48th Battalion are colocated at Steinmark Barracks."

advance, advanced. As an adjective, *advance* emphasizes precedence in position or time ("advance party," "advance payment"); *advanced* implies having a position forward of or superior to a norm ("advanced thinking," "advanced training"). In "advance planning," *advance* is redundant and should be deleted.

adverse, averse. Both adjectives mean "opposed," but their points of view differ: something *adverse* is opposed or hostile to a subject's will or interests ("The prime minister has been subjected to adverse criticism"); *averse* is opposition or reluctance on the subject's part ("The prime minister is averse to believing his critics").

affect, effect. Except in psychology, *affect* is always a verb and usually means "to influence," "to cause a response," or "to cause a change" in a person or thing. As a verb, *effect* means "to bring about or accomplish" or "to cause to occur."

The government's policy change **will affect** worker productivity. [The change will influence the workers in a way that will change their productivity.]

The government's policy change **■ a means to effect** increased worker productivity. [The change is a means to bring about increased productivity.]

Effect as a noun refers to a result or consequence "something brought about by a cause or agent": "Increased productivity was one effect of the government's policy change."

afterward, afterwards. *Afterward* is preferred.

all, all of. Except when a personal pronoun follows, *of* usually is unnecessary: "The change affected all the production facilities" rather than "... all of the production facilities." Beware of sentences that say "all of something did not do something," as such sentences are ambiguous. For example, in "All the regiments did not move forward," does the writer mean that none of the regiments moved forward or that only some did?

all, any, half (and other fractions), more, most, none, part, percent, percentage, some. Each of these words can take either a singular or a plural verb, depending on the sense of the rest of the sentence (or of surrounding sentences). Frequently that sense includes either quantity or number. A reference with a quantity of something requires a singular verb: "Some of the water was leaking." A reference with a number of things requires a plural verb: "Some of the plants are poisonous." In other cases (particularly with *any* and *none*) the verb determination depends on whether the writer has in mind one person or thing (requiring a singular verb) or two or more (requiring a plural verb): "None of the protesters was willing to risk arrest" (*not one* was willing). "None of the protesters were willing to risk arrest" (*not any were* willing).

allegedly, reportedly, reputedly. The three mean "supposedly," but they have slightly different shades of meaning: *Allegedly* carries the sense of "claimed or charged but not proved." *Reportedly* implies that the information has been reported formally. *Reputedly* means "generally considered or estimated but not necessarily claimed openly." See also *qualifiers*.

all ready, already. *All ready* means that everyone or everything is ready; *already* means "before" or "previously."

all right, alright. *All right* is the correct term; *alright* is substandard.

all together, altogether. *All together* means "collectively" or "in unison." *Altogether* means "entirely, completely." Note: When *all together* ■ appropriate, the words in the sentence can be rearranged so that *all* and *together* are separated by other words: "The workers arrived all together" can be changed to "All the workers arrived together."

almost. See *most, mostly* and *only*.

alongside, alongside of. *Alongside* is adequate without *of*.

along with. This phrase (and others such as *as well as*, *in addition to*, *like*, and *together with*) frequently follows immediately after a subject of a sentence. The prepositional phrase and its object(s) do not affect whether the verb in the sentence ■ singular or plural. For example, in "The governor, along with members of his staff, is traveling to the coast," the verb is singular (*is*) because the subject

(*governor*) is singular and the prepositional phrase *along with members of his staff* has no impact on whether the subject and verb are singular or plural. If, however, a writer were to state that same idea like this “The governor, and members of his staff, are traveling to the coast” the verb must be plural (*are*) because the subject is plural (*the governor and members of his staff*); the presence of commas around *and members of his staff* does not keep the subject from being compound and therefore plural. (Moreover, the commas should be removed.)

a lot, alot. Use *a lot*, as *alot* is not a word.

alternate, alternately, alternative, alternatively. *Alternate* and *alternately* usually refer to occurring successively or by turns. *Alternative* and *alternatively* refer to one from a set of possible courses of action or choices. Although traditionalists would limit alternatives to only two possibilities, use in connection with multiple choices is acceptable.

although, though, even though, while. *Although*, *though*, and *even though* are often interchangeable for the sense of “in spite of the fact that.” *Although* is more formal than *though* as a conjunction, but *though* can also serve as an adverb, as in “They raised objections, though.” *Even though* emphasizes the sense of “in spite of” or “regardless.” *While* has become a common substitute for *although* in informal usage; however, in this sense *while* means “at the same time that,” and in writing it should be reserved for sentences requiring a sense of time.

altitude, elevation. Use *altitude* in relation to something in the air—for example, “The missile was ineffective at altitudes below 5,000 meters.” *Elevation* is in relation to the ground or sea level—for example, “The facility is at an elevation of 75 meters.”

amid, amidst, among, amongst. *Amid* and *among* are preferred.

among, between. [See tone box.]

amount, number. Use *amount* with things involving weight, bulk, or sums—things measured with a total; use *number* with things that must be counted individually: “the amount of water in the mixture,” “the amount of the gross national product,” “the number of gantry cranes in the port.”

ample, enough. Although these commonly are interchanged, *ample* carries a second meaning of “abundant, more than enough.” Therefore, phrases such as “more than ample,” “barely ample,” or “scarcely ample” are nonsensical.

an. See *a*, *an*.

and/or. This combination with the slash refers to one or the other or both. Avoid its use, especially with more than two alternatives.

any. See *all*, *any*, *half* (and other fractions), *more*, *most*, *none*, *part*, *percent*, *percentage*, *some*.

Among and Between

Between is appropriate when just two entities are involved—for example, “an agreement between France and the United Kingdom.” Numerous writers have insisted that *among* always should be used when more than two entities are involved, but current English usage and modern dictionaries do not support this position. When more than two entities are being considered, choosing between *among* and *between* depends on whether the writer is discussing separate entities acting independently or entities considered collectively.

- In “conflicts between the four nations,” each nation is considered to be acting independently of the others, with conflict one on one.
- “Conflicts among the four nations” allows for coalitions, including the possibility of the coalitions changing over time.
- ■ “rockets struck between the entrance to the compound, portal 1, and portal 3,” the rockets are considered to have impacted literally between the named points without hitting any of them.
- In “rockets struck among the entrance to the compound, portal 1, and portal 3,” the rockets are considered to have impacted in the general area of the named entities and may or may not have struck them.
- If named points or entities define the extent of an area, use *between*, as in “the rockets impacted ■ the area between the entrance to the compound and portals 1 and 3.”

anyone, anybody. Each of these usually is written as one word (except in the sense of “any one of a group”). They take singular verbs and singular pronoun references. If you have trouble remembering that these words are singular, try thinking of them as “any-single-one” and “any-single-body.”

apparent, evident. These words share a sense of “obvious” or “open to view” but differ slightly: *apparent* suggests use of reasoning; *evident* suggests a basis of facts or external signs. *Apparent* also means “seeming but not necessarily true.” Before a noun that meaning is clear (“her apparent concern”); however, after a form of *be*, *apparent* can mean either “obvious” or “seeming,” so the context needs to be worded to make the meaning clear.

apparently. See *qualifiers*.

approximately, about, roughly, some. Do not use any word of approximation with an exact number: “approximately 5,600” but not “approximately 5,613.” See also *about, around*.

apt, liable. Although these words are interchanged in informal usage, their meanings remain distinct. Reserve *apt* for instances in which the subject has a natural tendency: “He is apt to settle the issue without consultation.” In this sense, *liable* means “susceptible” and suggests a probability for something unwanted or burdensome: “Temperatures are liable to drop below freezing in higher elevations.”

arch-, arched-. *Arch-* can be used with *shaped* in a unit modifier: “an arch-shaped structure.” Modifiers in names of structural components use *arched-* (“arched roof segments”), whereas the name of the completed structure uses *arch-* (“an arch-roofed bunker”).

around. See *about, around*.

as, because, for, since. *Because* is the strongest of these conjunctions expressing cause or reason; *since*, the next most strong; and *as*, the weakest. Use caution with *since*, which may be read as meaning “from a specific time.” *As* works best with a dependent clause that ends a sentence; a comma precedes it when *as* appears as a conjunction showing a causal relationship. *For*, a coordinating conjunction, shows a causal relationship between independent clauses.

as if, as though, like. Both *as if* and *as though* are acceptable as conjunctions (for example, “The exterior of the building looked as if it had been raked by gunfire”). Either is preferable to *like* for introducing a clause.

as per, as regards. Replace these with *according to, concerning, or about*.

assess. See *access, assess*.

as such. *As such* requires an antecedent, as in “Applicants will not be treated as U.S. persons unless identified as such” [identified as U.S. persons]. Avoid using *as such* to mean “therefore”; don’t write “As such, we expect a dropoff in applicants.”

assure, ensure, insure. Similar in the sense of making certain, these words require different usages. *Assure* refers to a person: setting that person’s mind at ease by making him or her certain of something. Use *ensure* for the sense of making a thing certain. Reserve *insure* for guaranteeing life or property from risk.

as to. This phrase should be replaced or deleted. In a sentence such as “She was uncertain as to the proper answer,” replace *as to* with *about*. In expressions such as *as to whether, as to where, or as to which*, the *as to* is unnecessary.

as well as. See *along with*.

attributive nouns. See *nouns as adjectives*.

average, median, mean. *Average* is that which is midway between two extremes. Common usage has made it synonymous with an arithmetic mean (the result of dividing the sum of a series of figures by the number of figures). *Mean* is a more precise term when you actually want to refer to a mathematical result,

but *average* is acceptable for general usage. A *median* is the middle figure in an arithmetically arranged list of figures; half the numbers are less than the median, and half are greater than the median. Each of the three terms refers to a single figure, so a sentence such as "The tide averages between 2 and 4 meters" should be replaced by "The tide averages 3 meters" or "The mean tide is 3 meters."

averse. See *adverse*, *averse*.

awhile, a while. *Awhile* is an adverb meaning "for a time"; *while* is a noun meaning "a period of time." Both imply a short time. *For* is a part of the sense of *awhile* and should not be used with it. Thus, "stay for a while" is correct, but "stay for awhile" should be "stay awhile."

back of, in back of, behind. Use *behind* in place of *back of* and *in back of*.

bad, badly. *Bad* (the adjective) is correct after linking verbs such as *feel* and *look*.

because. See *as*, *because*, *for*, *since*.

because (reason is). In "The reason is because . . .," replace *because* with *that* when the following material is a clause.

begin, commence, start, initiate. *Begin*, *commence*, and *start* usually are interchangeable; in general senses, *commence* is less desirable than either of the other two because it is more formal. However, *commence* has a stronger sense of initiative—of some person or force initiating an action. *Start* is particularly appropriate when action must begin following a period of inactivity. *Initiate* refers to taking the first steps in a process and does not refer to what follows.

believe. Avoid using "DIA believes." Assessing or judging requires weighing the data; believing does not. By contrast, *believe* can be appropriate when describing what the subject of DIA analysis thinks about something: "The defense minister probably believes that the arms purchase will strengthen the military."

below. See *above*, *below*.

beside, besides. Use *besides* for the senses of "except for" and "in addition to": "No vehicles were present besides one staff car outside the headquarters building." "Besides the commander, the chief of staff also attended." *Beside* means "at the side of." Thus, "No one entered the room beside me" and "No one entered the room besides me" state different things.

between. See *among*, *between*.

biannual, biennial, bimonthly, biweekly. In standard usage, *biannual* means "happening twice each year" or "semiannual," whereas *biennial* means "happening every second year" or "lasting for 2 years." However, both *biannual* and *biennial* have secondary meanings that can greatly confuse the timeframe. *Bimonthly* means "once in 2 months," and *biweekly* means "once in 2 weeks." Because of the possibility for confusion, writing "occurring every other year," "occurring twice a year," "every 2 weeks," "twice a week," and so on, is safer.

blatant, flagrant. *Blatant* means "unpleasantly noisy" or "offensively conspicuous" stressing offensiveness and noisiness. *Flagrant* emphasizes wrongdoing or evil intent. Thus, the difference between a "blatant act" and a "flagrant act" is the degree of intent.

blond, blonde, brunet, brunette. *Blond* and *brunet* should be used with either gender; avoid *blonde* and *brunette*.

boat, ship. A *ship* is large and travels the sea lanes. A *boat* is relatively small, stays mostly in shallow or sheltered waters, and can be carried on a ship. *Boat* also is acceptable in reference to a submarine.

border. When identifying the border between two countries, use the noun rather than the adjective form of the countries' names: *Libya-Tunisia border* instead of *Libyan-Tunisian border*.

born, borne. Both of these words are correct spellings for the past participle of the verb *bear*. However, *born* is used only as a passive construction in relation to birth: "She was born in the former Soviet Union." *Borne* is used for the active voice in relation to birth ("She had borne three children before entering politics."), as well as for all other senses of *to bear* ("a vehicle-borne improvised explosive device").

both. In sentences such as "Both sides have reached agreement on the plan," *both* is redundant; use "The two sides have reached agreement...."

boycott, embargo. A *boycott* is a refusal to buy or use a product or service. An *embargo*, a legal restriction on trade, can apply to either buying or selling.

but also. See *not only ... but also*.

cadre, cohort. A *cadre* is a core of trained personnel around which a larger unit is to be built or a member of such a group. A *cohort* can be a united band or group, or it can be a companion or associate. Current usage no longer restricts these terms to just groups rather than individuals.

capability, capacity. See *ability, capability, capacity*.

capital, capitol. *Capitol*, a noun, has only one meaning—the building in which a legislature meets. As a noun, *capital* has to do with wealth or resources, an uppercase letter, or a town or city that is the seat of government; the latter meaning, of course, is the one that generates confusion with *capitol*.

capital standing for nation. In intelligence writing we commonly substitute the name of a nation's capital for the name of the nation and use either to represent the national government. For example, we might write either "The United Kingdom anticipates withdrawing...." or "London anticipates withdrawing...."

- A notable exception is Israel. Avoid using either Tel Aviv or Jerusalem to represent Israel.

casualty. A *casualty* could be injured, captured, missing in action, or killed.

cement, concrete. *Cement* as a powder is a component used in making *concrete*. Concrete is made from aggregate (sand, gravel, and so forth), cement, and water (and possibly additives to enhance the concrete properties). The concrete gains its strength from a chemical reaction between the cement and the water.

censor, censure. To *censor* is to examine and remove objectionable material. To *censure* is to find fault or condemn.

center around. Because it is a point, *center* can be paired with *on*, *upon*, *in*, or *at*—but not with *around*.

certain, some. *Certain* means "fixed" or "definite." In some instances it equates more generally to "some." Problems come with the general sense in an expression such as "modifications of certain procedures." This statement begs for an explanation of just what procedures are to be modified. Replacing *certain* with *some* reduces the strength of the expression but does not totally eliminate the need for further explanation. If you do not intend to define which procedures are to be modified, omitting the adjective may be a better choice.

China, Chinese, Taiwan, Taiwanese. *China* and *Chinese* refer to the mainland country and its people. The offshore island is *Taiwan*; its adjective form also is *Taiwan*. *Chinese* is the noun and adjective for people on Taiwan in general; *Taiwanese* refers only to the indigenous inhabitants of the island. To distinguish the people on Taiwan from those on the mainland, use people "on Taiwan," "from Taiwan," or "of Taiwan."

cite, sight, site. These words sometimes are confused because they are homonyms. *Cite*, a verb, has several meanings: to quote or mention as an authority or example; to officially praise or formally honor, especially for military merit; or to summon before a court. *Sight*, a noun or verb, has to do with seeing. A *site* is a location or setting; in relation to computers and the Internet, *site* also is a variant of the more specific *website*.

claim. To *claim* means to assert that something is the case, typically without providing evidence or proof. *Claimed* can have a slightly negative connotation, so consider whether *stated* or *reported* would work better in context.

clearly. See *qualifiers*.

climactic, climatic. *Climactic* refers to the climax, the highest point. *Climatic* refers to weather.

close proximity. *Proximity* is redundant in this phrase.

cohort. See *cadre, cohort*.

collective nouns. A collective noun—such as *committee, company, enemy, group, team*, and the like—takes a singular verb when the group acts as a whole but a plural verb when its members or parts act separately.

The committee has decided to recommend banning chemical weapons. [The committee's decision is a collective action.]

The committee have returned to their offices. [Each member must act separately in such a situation.]

The second construction sounds awkward to many ears, though, so a better choice may be to insert ■ plural noun, as in “The committee members have returned to their offices.” Be particularly careful to ensure that the verb connected to a collective noun and any pronoun reference to the same collective noun are either both singular or both plural—as with *have* and *their* in the second example.

colocated. See *adjacent, contiguous, colocated*.

combined, joint. In reference to military exercises, a *combined* exercise involves forces from more than one country; a *joint* exercise involves forces from two or more services of the same country.

commence. See *begin, commence, start, initiate*.

communication, communications, telecommunication, telecommunications. Both the singular and the plural forms are acceptable as modifiers: “the communication system,” “the communications system.” The singular forms (*communication* and *telecommunication*) are preferable for most uses, especially when the next word in a sentence begins with *s* (“telecommunication system”). Either form is preferable to *communicational*.

comparatively, relatively. Use these modifiers only when the comparison they refer to is clear. In “There was relatively little debate about the president’s proposal,” what does *relatively little* really mean?

compare, contrast. *Compare to* points out similarities between inherently dissimilar things; *compare with* points out both similarities and differences. *Contrast with* points out differences.

complement, compliment. *Complement* refers to something that completes. A *compliment* is flattery or praise.

Compose, Comprise, Constitute, Include
Comprise means “to consist of” or “to contain”—the whole comprises the parts. *Compose* means “to constitute or make up”—the parts compose the whole. *Constitute* is interchangeable with *compose*. *Include* is similar to *comprise* in the sense of containing parts; *comprise* should be used when ■ parts are named and *include* when only some of them are named. Never use *is comprised of* or *are comprised of*.

complex, complicated. Both refer to things with many interrelated parts that are hard to understand or operate. *Complex* emphasizes the number of varying parts, whereas *complicated* emphasizes the elaborate relationship of parts rather than their number.

compose, comprise, constitute, include. [See tone box.]

conceivably. See *qualifiers*.

concept, conception. A *concept* is a general idea or understanding, whereas a *conception* is a particular mental picture or understanding of a concept.

concrete. See *comment, concrete*.

condition. Authors frequently use *condition* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "The building was damaged" rather than "The building was in a damaged condition" and "He was weak" rather than "He was in a weakened condition."

conduct. Writers overuse *conduct* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change "officials conducted an inspection of the facility" to "officials inspected the facility."

consensus. This is opinion held collectively or generally, not simply by a majority. In *consensus of opinion*, delete *of opinion*.

consequence, effect, implication. A *consequence* is the result of an event that has occurred, but the term implies only a weak causal relationship. An *effect* results from a causative act or agent. An *implication* is a possible future effect or result and is preferable to "potential consequence."

constitute. See *compose, comprise, constitute, include*.

contact. Use of *contact* as a noun equating to "source" is acceptable in intelligence writing (for example, "His contact was a member of the resistance group").

contiguous. See *adjacent, contiguous, colocated*.

contingent. See *accidental, fortuitous, contingent, incidental, opportune*.

continual, continuous, continued, ongoing. *Continual* refers to something that occurs intermittently or repeats at intervals: "Arguments over procedures were continual." *Continuous* refers to something that occurs without interruption in space or time: "Rainfall during the day was continuous." Something *continued* has remained in the same state (persisted), has existed for a long time (lasted), or has begun again after an interruption (resumed). Something *ongoing* is occurring at the moment ² in progress or evolving.

continues, remains. Writers overuse these two terms. A sentence such as "Drug trafficking continues to provide most funds for the insurgents" can be stated more directly with "Drug trafficking provides most funds for the insurgents" because the present tense verb (*provides*) establishes that the activity is continuing. Similarly, a sentence such as "The insurgency remains concentrated in the south" can be stated simply as "The insurgency is concentrated in the south."

contrast. See *compare, contrast*.

convince, persuade. Though related, these words differ in application: we *convince* someone of the truth of a statement but *persuade* the person to act in a particular way.

could, may, might. These are low-confidence assessment terms and should be used with care in intelligence writing. Limit *could* to discussions of capability: "The missile could be targeted against the city" (the city is within the missile's range). Use *may* or *might* for judgments or predictions: "The missile may be targeted against the city" (possibly the enemy intends to employ the missile for that purpose). *Might* traditionally expresses a stronger sense of doubt than *may* or a contrary to fact hypothetical: "The city might

have been targeted if the rebels had captured more missiles." All three terms include the idea of possibility and should not be accompanied by modifiers such as *possibly* or *conceivably*.

council, counsel. *Council*, a noun, refers to a deliberative assembly, its work, or its members.

Counsel, either a noun or a verb, refers to advice and the person(s) giving it.

country names. Except when making a point about the full formal name of a nation, use the common English name for a country rather than its formal name—what *The World Factbook* calls the "conventional short form" name rather than the "conventional long form" name. For example, use *Bulgaria* rather than *Republic of Bulgaria*; *China* rather than *People's Republic of China*; *South Korea* rather than *Republic of Korea*; *North Korea* rather than *Democratic People's Republic of Korea*; and so on. (See also *capital standing for nation and China*, *Chinese*, *Taiwan*, *Taiwanese*.)

country, nation. Both are neuter and require gender-neutral pronouns (for example, *it* or *its*).

credible, creditable. *Credible* means "believable" or "plausible." *Creditable* means "deserving credit or praise."

crisis. Reserve *crisis* for actual or potential international conflict, not for minor national or international disruptions. A *governmental crisis* is the period between the fall of a parliamentary government and the election of a new one.

current, currently. Analysts frequently include these terms when they do not need them. For example, in "current status," *current* is superfluous, since readers will expect to learn about the current state unless the writer establishes a different timeframe. If the context of a passage indicates that an activity is ongoing, *currently* is superfluous. In "A pilot project currently is testing the system," *is testing* indicates that the pilot project is ongoing, so *currently* is unnecessary and should be deleted.

dangling modifier, dangling participle. See *participles*.

data. [See tone box.]

dates as modifiers. Be careful in using dates as modifiers. "The 1973 Middle East War" is acceptable because it distinguishes a particular war in the region from others in other years. However, "his 1988 death" implies that he has died more than once—an absurdity.

definite, definitive. Although both mean "clearly defined," *definitive* carries the additional meaning of "authoritative and complete."

defuse, diffuse. To *defuse* is to remove the fuze from an explosive device or to reduce tension, hostility, or danger. To *diffuse* is to spread around or scatter.

degenerate, deteriorate. Although both refer to a decline in quality, *degenerate* refers particularly to a loss of worth or virtue, whereas *deteriorate* refers to a wearing away or weakening.

desires, feels, hopes. In intelligence writing, be careful with words that have an emotional connotation, such as *desires*, *feels*, and *hopes*. If the source material does not give an emotional context, try instead more neutral terms, such as *seeks*, *thinks*, or *plans*.

device, devise. The noun *device* refers to an implement that serves a particular purpose, especially a machine to perform a task. Except in its unique senses in law related to property, *devise* is a verb meaning to plan or arrange.

Data

Although for years writers have insisted that *data* can be used only in the plural (because *data* is the plural of *datum* in Latin, the source of the English word), in current usage *data* appears primarily in the singular, in the sense of a body of information, as in "When we receive the data, we can interpret it" or "Little test data is available." Use of *data* as a plural noun still occurs, particularly in scientific or technical writing, though this usage is becoming less common.

different from. Use this rather than *different than* or *different to*.

dilemma. This applies to a choice between evenly balanced alternatives (normally all are unattractive). Do not use *dilemma* when you mean merely a "predicament" or a "problem."

directional terms. See *east, eastern* (and similar directional terms).

disburse, disperse. To *disburse* is to pay out, as from a fund. To *disperse* is to scatter or spread widely, disseminate, or make disappear.

disclose, divulge, expose, reveal. *Disclose* refers to making public something that has been private. *Divulge* refers to making public something that has been secret. *Expose* refers to making public something reprehensible. *Reveal* implies unveiling something not previously known.

discreet, discrete. Often confused because of the similarity in their spellings and pronunciation, these words have no meanings in common. *Discreet* is "lacking pretension" or "showing a judicious reserve in one's speech or behavior." *Discrete* means "constituting a separate thing" or "consisting of unconnected distinct parts."

disinterested, uninterested. *Disinterested* means impartial. *Uninterested* means not having interest in something.

due to. *Due to* modifies nouns and is normally used after a form of the verb *to be*, as in "The minister's fall was due to a bribery scandal." It works the same way as *attributable to*. Avoid using *due to* to modify verbs ("The minister fell due to a bribery scandal"); try *because of* instead.

during, over. Although one of the lesser meanings for *over* is "throughout the duration of something," this is the primary meaning of *during*, which is preferable for a passage such as "during the past 3 years."

each. As a subject, *each* takes a singular verb and singular pronoun references: "Each has separate duties." However, when *each* follows a plural subject, it does not affect the verb; the verb remains plural to correspond with the plural subject: "The president and the vice president each have separate duties."

east, eastern (and similar directional terms). Indefinite or general directional references end with *-ern*: "In the eastern part of the country." Definite directional references use the shorter form: "on the east bank of the river," "in the east end of town."

economic, economical. *Economic* is an adjective pertaining to finance or production and management of material wealth. *Economical* is an adjective pertaining to prudent or thrifty management—that which is not wasteful.

effect. See *affect, effect* and *consequence, effect, implication*.

either ... or, neither ... nor. When both parts of an *either ... or* or *neither ... nor* construction are singular or plural, the corresponding verb is singular or plural, respectively. However, when one element is singular and one plural, the verb corresponds with the number of the nearer part: "Either the president or his advisers want the conflict to continue." You can avoid an awkward (albeit correct) sentence by

Endemic, Indigenous, Native

Something that is *endemic* occurs commonly in a place or region or among a particular people. How the thing or person became endemic, whether by birth or creation or movement, is not at issue. A disease can be *endemic in* or *endemic to* a geographic area, but a geographic area cannot be *endemic for* a disease. Someone *indigenous* originates in a place rather than moving into or being brought into it. Something *indigenous* to a locale occurs there naturally, so *indigenous* should not be used to refer to things produced in a locale; instead, refer to domestic production. *Native* emphasizes birth or creation in a particular place, region, or country.

ensuring that the plural part of the construction is nearer the verb. Also, if you combine *not* with *either*, the companion construction uses *or*, not *nor*: “The guerrillas were not interested in either the deserted camp or the remains of the shack that has served as its headquarters.”

elevation. See *altitude, elevation*.

embargo. See *boycott, embargo*.

emigrate, immigrate. *Emigrate*, to leave a place permanently, usually is followed by *from*: “He emigrated from Germany.” *Immigrate*, to come to a place permanently, usually is followed by *to*: “He immigrated to Wisconsin.” When a sentence includes the idea of both, *immigrate* can be eliminated: “He emigrated from Germany to Wisconsin.”

eminent, imminent. A person who is *eminent* is prominent, of high rank, noteworthy, distinguished, or well known. Something that is *imminent* is impending, about to occur.

employ. See *usage, use, employ, utilize*.

endemic, indigenous, native. [See tone box.]

enemy. See *collective nouns*.

enough. See *ample, enough*.

ensure. See *assure, ensure, insure*.

entrance, entryway, entranceway. See *adit, entrance, entryway, entranceway, portal*.

equal, equivalent. *Equal* emphasizes quantitative likeness: “The weapon inventories of the two countries are nearly equal.” *Equivalent* applies to qualitative similarities: “Although their inventories are not equal, the combat capabilities of the two countries are roughly equivalent.”

every. See *only*.

everyone, everybody. Although these words have a plural sense, they are singular and require singular verbs and singular pronoun references. If you have trouble remembering that they are singular, try thinking of them as “every-single-one” and “every-single-body.”

evident. See *apparent, evident*.

evidently. See *qualifiers*.

execute. Writers overuse *execute* by combining it with a noun to describe an action when the verb equivalent of the noun will work on its own. For example, change “insurgents executed an attack” to “insurgents attacked.”

explicit, implicit. *Explicit* refers to something clearly stated rather than implied. *Implicit* is the opposite—something implied, not expressly stated.

explosive, explosives. Use *explosive* for a specific reference to a bursting or propelling charge: “a high-explosive round.” Normally use the plural form in an expression such as “explosives storage area.”

expose. See *disclose, divulge, expose, reveal*.

extort. To extort is to obtain (something) by coercive means; the thing is extorted, not the person who has it. Write “Militants extorted money from villagers” rather than “Militants extorted villagers.”

farther, farthest, further, furthest, furthermore. *Farther* and *farthest* refer to physical or literal distance. *Further* and *furthest* are concerned with figurative or notional distance—degree, time, quantity. *Furthermore*, an adverb meaning “moreover” or “in addition,” is preferable for a passage such as “Furthermore, the Shia are likely to....”

fewer, fewer than, less, less than. Use *fewer* and *fewer than* with numbers or units counted individually: "fewer gantry cranes." "fewer than seven main battle tanks." Use *less* and *less than* with quantities of things measured with a total (weight, bulk, sums) or conceptually: "less water," "less gross national product," "less enthusiastic," "less than 125 metric tons of stainless steel plates." See also *amount, number*.

financial, fiscal, monetary. *Financial* is the broadest of these terms, though it sometimes refers more specifically to large-scale transactions. *Fiscal* applies to governmental policies and procedures related to money. *Monetary* applies to the money itself—to the coinage and currency or to the policies relating to their circulation.

first, second, third, and so on. Use these terms for reference to a list or sequence rather than *firstly, secondly, thirdly*, and so forth.

flagrant. See *blatant, flagrant*.

flaunt, flout. To *flaunt* is to show off; to *flout* is to show contempt.

flounder, founder. To *flounder* is to struggle clumsily or helplessly, as in confusion. To *founder* is to cave in or sink, as in a ship filling with water and sinking.

foot, feet. Use *foot* with a modifier preceding a noun: "a 6-foot pole." Use *feet* if the modifier follows the noun: "a pole 6 feet long." (However, keep in mind that in most circumstances DIA intelligence products should be using metric units.)

for. See *as, because, for, since*.

forego, forgo. To *forego* is to precede in time or place; to *forgo* is to do without something.

foreword, forward. A *foreword* is a prefatory or introductory note. *Forward* usually is a directional reference for "at or near the front," although it has a number of other meanings. In a publication, a *foreword* is an introduction that comes forward of the main body of the publication.

former, latter. These terms refer to one of a series of two things, not more than two. In referring to parts of a series of three or more things, use terms such as *first* or *last*.

fortuitous. See *accidental, fortuitous, contingent, incidental, opportune*.

for which. See *where, in which, for which*.

from ... to, from ... through. An expression such as "paid from 13 July to 7 August" does not include the final day ("7 August" in this instance). Using *through* rather than *to*, however, would include the final day.

further, furthest, furthermore. See *farther, farthest, further, furthest, furthermore*.

geographic, geographical. Use the simpler *geographic*.

governmental crisis. See *crisis*.

group. See *collective nouns*.

half (and other fractions). See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

hanged, hung. Use *hanged* for the past tense of *hang* when referring to executions. For other senses, use *hung*.

headquarters. *Headquarters* is a plural noun that can take either a singular or plural verb. Use of a plural verb is more common, especially when the emphasis is on location: "The company's headquarters are in Washington, DC." Use of a singular verb is common when the emphasis is on authority: "Corporation headquarters has issued new rules for trading commodities."

helicopter, rotary-wing aircraft. Avoid the wordy *rotary-wing aircraft* when you mean *helicopter*. *Rotary wing* is acceptable in uses such as “rotary-wing UAV.”

historic, historical. Although their meanings overlap, common usage restricts *historic* to famous or particularly important events in history and applies *historical* to general events of the past and to things related to history or its study. “Gettysburg, Pennsylvania, was the site of a historic battle.” “The president hoped emblems in his office would suggest comparison of him with historical leaders from the nation’s past.” “She is doing historical research in open sources.”

if, whether. In informal usage, either *if* or *whether* can introduce a clause that expresses uncertainty, but for general usage, *whether* is preferable for introducing such a clause. “We cannot confirm if a suitable candidate has been selected” should be written instead as “We cannot confirm whether a suitable candidate has been selected.”

immigrate. See *emigrate, immigrate*.

imminent. See *eminent, imminent*.

impact. *Impact* is usually a noun: “The impact of these changes will be clearer in time.” As a verb, it means to strike forcefully: “The missile impacted downrange.” Avoid using *impact* as a verb to mean “affect”: “These changes will impact [affect] all employees.”

impending. See *pending, impending*.

implication. See *consequence, effect, implication*.

implicit. See *explicit, implicit*.

imply, infer. To *imply* is to state something indirectly. To *infer* is to draw a conclusion or deduce something.

important, importantly. To introduce a second, more worthy consideration, use *more important* rather than *more importantly*. “Hoarding has decreased; more important, shops now have items that have been unavailable for months.”

in addition to. See *along with*.

in back of. See *back of, in back of, behind*.

incident. Reserve *incident* for minor occurrences of momentary importance. “An incident took place last month when traffickers fired on a police outpost.” *Incident* is not suitable for a major conflict or catastrophe.

incidental. See *accidental, fortuitous, contingent, incidental, opportune*.

include. See *compose, comprise, constitute, include*.

indigenous. See *endemic, indigenous, native*.

initiate. See *begin, commence, start, initiate*.

in order to. This phrase can often be whittled down to just *to*, especially at the beginning of a sentence. However, *in order to* can be helpful when the sentence contains another infinitive nearby: “The speaker plans to delay in order to reach a wider audience after the holiday.”

inside of. See *outside of, inside of*.

Instead of, Rather Than, Vice. Versus
Instead of and *rather than* are synonyms, and either is preferable to *vice* or *versus* as a preposition. “The insurgent fired a rocket propelled grenade rather than an antitank guided missile at the tank” instead of “The insurgent fired a rocket-propelled grenade vice an antitank guided missile at the tank.”

instead of, rather than, vice, versus. [See tone box.]

insure. See *assure, ensure, insure*.

Interagency. This term is a problem because an “Interagency” does not exist. When *Interagency* is used as a noun, the passage frequently is something like “interaction among DIA, CIA, NSA, and the Interagency”; in this context *Interagency* means, roughly, “other U.S. Government organizations.” When the term is used in relation to liaison or coordination, writers generally mean liaison or coordination with DIA’s counterparts throughout the Federal Government. No matter how it is used, *Interagency*, as the proper name for some sort of body, lacks a clear definition and should not be used. However, *interagency* without the initial capitalization is an acceptable adjective associated with something involving two or more agencies, so “inter-agency coordination” is fine, but “Interagency coordination” is not. The bottom line: whereas *interagency* is acceptable as an adjective, do not use *Interagency* as a noun.

Leaders, Leadership

Using *leadership* as a collective noun for the leaders of a nation or organization implies that the leaders act as a unit. If the people at the top are not in agreement or are acting independently, especially against each other, *leaders* is the better choice. Change a passage such as “supporting other national leadership” to “supporting other national leaders.” In addition, beware of a sentence such as this: “The leadership has shown interest in arms deals that produce kickbacks to line their pockets”; *leadership* cannot take both a singular verb (*has shown*) and a plural pronoun reference (*their*).

in which. See *where, in which, for which*.

in, within. These terms are generally synonymous, but *within* emphasizes being “inside” or “in the inner part of.” For this reason, write the more general “an incident in Georgia” rather than “an incident within Georgia” unless you need to emphasize that something is occurring well inside the country.

Islamist, Islamicist, Moslem, Muslim. An *Islamist* is a person following Islamic beliefs, especially one who has Islamic fundamentalist beliefs and holds that they apply to politics as well as to religion; the term applies especially to followers of Islamic revivalist movements. Of *Islamist* and *Islamicist*, *Islamist* is the simpler and preferred term for such a follower of Islam. Of *Moslem* and *Muslim*, *Moslem* is the older spelling but today is considered outdated and possibly offensive; *Muslim* is preferred for an adherent of Islam.

it is, there are (and similar expressions). Avoid beginning a sentence with one of these phrases. They are indirect, delaying the point; are inherently wordy; usually invert the sentence structure; and frequently are connected with passive voice. “It is clear that...” just adds words to “Clearly...” We can change “There are several conclusions that can be drawn from these hypothetical scenarios” to “Several conclusions can be drawn from these hypothetical scenarios” just by deleting *There are* and *that*. Then we can improve the sentence further by correcting the passive voice that the writer used with the inverted sentence structure: “We can draw several conclusions from these hypothetical scenarios.”

its. *Its* is the possessive form of *it*. *It’s* is the contraction for “it is” or “it has.”

-ize. Use caution with words that end in *-ize*, which can be trendy but not widely accepted. Some of these terms, such as *economize*, *jeopardize*, and *terrorize*, are well established and fine to use in formal writing, but avoid new words with the *-ize* suffix, such as *incentivize* and *Afghanize*.

joint. See *combined, joint*.

just. See *only*.

last, latest, past. *Last* indicates finality, especially in referring to things that come at the end of a chronology or sequence: "This report is the last he prepared before retiring." *Past* refers to things gone by or in recent time; it is preferable in a passage such as "violence during the past 3 years" because this deals with an occurrence in time recently gone by rather than the end of a grand chronology or sequence. *Latest* can mean only "most recent": "This report is the latest on the subject."

latter. See *former, latter*.

lay, lie. *Lie* is an intransitive verb (the kind that does not take an object) meaning to recline (its most common usage) as well as to occupy a position or to remain in a given condition: "He wants to lie on the beach for a week"; "The paper lies on the desk"; "The facility lies 15 kilometers south of Baghdad." *Lay* is a transitive verb (it requires an object) meaning to place something: "Lay the report on the desk after you read it"; the past tense is *laid*: "She laid her timesheet in the inbox." Most confusion between the two verbs results because *lay* also is the past tense of *lie*: "He lay on the beach for a week"; "The paper lay on the desk."

leaders, leadership. [See tone box.]

less, less than. See *fewer, fewer than, less, less than*.

liable. See *apt, liable*.

likely. Preferred usage for *likely* as an adverb is with a modifier such as *most* or *quite*: "He most likely will decide tomorrow." As an adjective, however, it does not require modification: "He is likely to decide tomorrow."

like, such as. *Like* introduces a comparison: "Hills in this part of the country are low and rounded like those near the coast." *Such as* introduces an example from a group: "hills in the Midwest such as those along the Ohio River." For *like* as a conjunction introducing a clause, see *as if, as though, like*. See also *along with*.

located. An overused term in intelligence writing, *located* often can be omitted: "The factory is located 60 kilometers west of Karachi" can become "The factory is 60 kilometers west of Karachi."

logistic, logistics, logistical. *Logistics* is the noun form. For the adjective, either *logistic* or *logistics* is acceptable, though *logistic* is preferred. Either is preferable to *logistical*.

long term, short term. Use these terms only when the context gives the reader an idea of the timeframe. Otherwise, be more specific, such as "within 5 years." See also *near term*.

loose, lose. *Loose* means not attached, restrained, or confined. *Lose* means mislaying something, not having it anymore, being unable to control something, or failing to win.

majority. Meaning "the greater part of something" or "more than half of a total," *majority* by itself is not synonymous with *most*, which in this sense means "the greatest part." When modifiers such as *great* and *vast* are used with *majority*, the combined sense corresponds with that of *most*, and *most* is an effective substitute. When *majority* refers to a vote total, the term is singular: "The prime minister's majority in parliament for health care was only three votes." However, when it refers to a group of people or things, *majority* is a collective noun that can take either a singular or a plural verb. If the sense is oneness, use a singular verb: "The majority of parliament supports the legislation." If members of the majority are acting as individuals, use a plural verb: "The majority of the members of parliament represent working class districts."

material, materiel. *Material* is any substance from which something is made. *Materiel* refers to arms, ammunition, and equipment.

may. See *could, may, might* and *qualifiers*.

meantime, meanwhile. *Meantime* is usually a noun: "In the meantime, she waited." *Meanwhile* is usually an adverb: "Meanwhile, she waited."

media. *Media* is the plural of *medium* (*mediums* also is an acceptable plural) and usually takes a plural verb. However, when *media* is used with *the*, it is a collective noun equating roughly to “the press” or “the press and other mass communication entities.” As a collective noun, *media* can take either a singular or plural verb, depending on whether the collective group is acting as a unit (singular) or as separate parts (plural): “The national media has consistently supported the prime minister, but the local media have begun to demonstrate differences, with some supporting the prime minister and some supporting the opposition.”

median, mean. See *average, median, mean*.

merely. See *only*.

methodology. If you mean *method, means, or system*, use one of those words rather than *methodology* (the study of the science of methods or a group of procedures or rules for an inquiry or branch of study). For example, change “The oil company has not found an effective methodology for cleaning the spilled oil from the beaches” to “The oil company has not found an effective means for cleaning the spilled oil from the beaches.” However, *methodology* is appropriate in “The professor explained his students’ methodology for surveying the people’s satisfaction with the wage supplement.”

might. See *could, may, might* and *qualifiers*.

militate, mitigate. *Militate* means “to have weight or effect” for or against: “The facts militate against your interpretation.” *Mitigate* means “to moderate or alleviate”: “The new social order will mitigate the suffering of the poor.”

monetary. See *financial, fiscal, monetary*.

more. See *all, any, half* (and other fractions), *more, most, none, part, percent, percentage, some*.

more important. See *important*.

more than one. Although plural in sense, this phrase almost always takes a singular verb: “More than one factor was involved in her decision.”

Moslem. See *Islamist, Islamicist, Moslem, Muslim*.

most. See *all, any, half* (and other fractions), *more, most, none, part, percent, percentage, some; majority; and only*.

most important. See *important*.

most, mostly. *Most* is not an appropriate substitute for *almost*: “almost everyone” rather than “most everyone.” *Most* rather than *mostly* is the correct word to mean “to the greatest degree”: “those most affected” rather than “those mostly affected.” *Mostly* means “for the greatest part” or “usually”: “The attacks were mostly unplanned.”

Muslim. See *Islamist, Islamicist, Moslem, Muslim*.

nation. See *country, nation*.

Not Only ... But Also

The difficulty in using these correlative conjunctions is maintaining the parallel structure of the pieces that follow them: specifically, the part of speech or grammatical construction following *but also* should parallel the part of speech or construction following *not only*. For example, a noun should parallel a noun; an infinitive, an infinitive; a clause, a clause. Therefore, “The unit not only sent the message to its higher headquarters but also to the main directorate” should be changed to “The unit sent the message not only to its higher headquarters but also to the main directorate.” Here “to the main directorate,” following *but also*, parallels “to its higher headquarters,” following *not only*. The sentence also could be changed so that the parallel pieces are “sent the message to its higher headquarters” and “sent the message to the main directorate.” In addition, *also* is optional, especially when the pieces following the correlative conjunctions are short.

native. See *endemic, indigenous, native*.

near-, nearly. Use *nearly* rather than *near-* to modify most adjectives—for example, “a nearly complete proposal” rather than “a near-complete proposal.” An exception is *near-* in *near-real-time*—“near-real time detection.” Also see *only*.

near term. This expression is open to broad interpretation—does it mean days, weeks, months, even years? When possible, replace “in the near term” with more precise language, such as “in the next 3 to 6 months.” See also *long term, short term*.

neither ... nor. See *either ... or, neither ... nor*.

none. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

not only ... but also. [See tone box.]

nouns as adjectives. Nouns used as adjectives (*attributive nouns*) are part of standard English usage: for example, “communications intelligence” is preferable to the cumbersome “communicational intelligence.” Normally you should not use a noun as an adjective when an adjectival form of the word is available—provided the two words mean the same thing. Often they do not: clearly ■ “cloud chamber” differs from “a cloudy chamber.” In general, stringing a number of attributive nouns together is undesirable; for example, the string “weapon system development and acquisition cost reductions” should be broken up, becoming “cost reductions from weapon system development and acquisition.”

Parliamentarian

This is an expert on parliamentary rules and procedures or a member of a parliament, though “member of parliament” is preferred for that second meaning.

number. When *the* precedes *number*, *number* takes a singular verb: “The number of mistakes has decreased.” When *a* precedes *number*, *number* takes ■ plural verb: “A number of mistakes result from carelessness.” See also *amount, number*.

obsolete, obsolescent. *Obsolete* means “no longer in use”; *obsolescent* means “becoming outdated or out of use.” Thus, something *obsolescent* is becoming *obsolete*.

obviously. See *qualifiers*.

offload. *Unload* is preferable.

off of, out of. *Of* generally is unnecessary when *off* or *out* is used in the sense of motion: “jump off the roof” or “jump out the window,” but “move out of the building.”

ongoing. See *continual, continuous, continued, ongoing*.

onload. *Load* is preferable.

only. Place *only* close to the word it limits, usually so it adjoins the word. Observe the change in meaning when *only* is shifted within the following sentence:

Only the soldier fired the gun. [No one else fired it.]

The only soldier fired the gun. [No other soldiers were involved with this incident.]

The soldier only fired the gun. [He did nothing else with it or to it; for example, he did not load it.]

The soldier fired only the gun. [He fired nothing else.]

The soldier fired the only gun. [No other gun was associated with this incident.]

The soldier fired the gun only. [He fired nothing else.]

The most common placement problem—one almost all of us commit when we speak—is placing the limiting word in front of a sentence's verb (as in the third sample above). Rarely do we actually

mean to limit the meaning of the verb; usually we intend to limit the meaning of the verb's direct object (as in the fourth sample above).

Similarly, take care with placing *almost, every, just, merely, most, nearly, primarily, principally, and scarcely*.

opportune. See *accidental, fortuitous, contingent, incidental, opportune*.

oral, verbal. *Oral* refers to spoken words; *verbal*, to either spoken or written words.

ordnance, ordnance. An *ordnance* ■ an order, a command, a regulation, or a statute. *Ordnance* is military materiel, cannon or artillery, supplies (particularly explosives) used with the military materiel, or the department responsible for weapons and their supplies. An EOD team is an explosive ordnance disposal team, not an "explosive ordnance disposal" team.

out of. See *off of, out of*.

outside of, inside of. When *outside* is a preposition, *of* is unnecessary: "outside the building," "outside the realm of possibility." The same is true of *inside*.

over. See *during, over*.

pair, pairs. For more than one pair, *pairs* is preferable: "two pairs of antennas."

parliamentarian. [See tone box.]

part. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

participles. The chief usage problem connected with participles is with participial phrases that open sentences. Readers expect a modifier that begins a sentence to refer to the subject of the sentence. When a participial phrase cannot logically modify the subject of the sentence, we say the modifier "dangles"—a dangling participle or dangling modifier. In "Popping up from behind the hill, the tank was fired upon by the helicopter," the participial phrase dangles because it cannot modify the subject *tank*. The sentence should read "Popping up from behind the hill, the helicopter fired on the tank."

past. See *last, latest, past*.

pending, impending. *Pending* means "yet to come" or "not yet settled." *Impending* has a similar basic meaning but also connotes a sense of threat or menace.

people, persons, personnel. *Persons* is applicable to a specific, relatively small number: "He killed 10 persons." *People* is acceptable in this sense as well and is the word of choice for a large number of individuals, whether collectively or individually. *Personnel* is a collective noun referring to employees of an organization or members of a group. It should be avoided as a substitute for *people* or *persons*: "six persons" or "six people" rather than "six personnel exited the building." See also *populace, population* for related usage issues.

percent, percentage. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some*.

perhaps. See *qualifiers*.

period of time. *Period* almost always conveys a sense of time, so *of time* generally is unnecessary.

persuade. See *convince, persuade*.

populace, population. *Population* refers to all the people in a specific area or to the number of people in a group, class, or race in a specific area. *Populace* refers particularly to the masses—the general public—and

Predominant, Predominate,
Predominantly, Predominately

Predominant is an adjective meaning having the greatest importance, influence, or authority, especially for a particular period: "the predominant weapon during the early days of the insurgency." *Predominate* is a verb meaning to prevail, to gain power or authority: "His views predominate in government decisions." *Predominantly* is the preferred adverb.

is not a good substitute for *population* in a statement such as “the population of the lower White River valley speaks a variant of French.” See also *people*, *persons*, *personnel* for related usage issues.

portal. See *adit*, *entrance*, *entryway*, *entranceway*, *portal*.

portend, presage. *Portend* means “to serve as an omen or warning.” *Presage* connotes a feeling or premonition, a presentiment. Therefore, *portend* is preferable for use with something inanimate, such as an event: “An increase in security violations could portend more serious problems within these forces.”

possibly. See *qualifiers*.

practical, practicable. *Practical* indicates useful, effective, or sound. *Practicable* applies to things or concepts that are feasible or achievable and cannot apply to persons.

predominant, predominate, predominantly, predominately. [See tone box.]

presage. See *portend*.

preventive, preventative. Use *preventive*.

primarily. See *only*.

principally. See *only*.

principal, principle. *Principal* is an adjective meaning “most important” or a noun referring to a key official or to money. *Principle*, always a noun, refers to a standard of conduct, an essential element, or a general truth.

prioritize. To *prioritize* is to arrange items in order of priority, as in “prioritize work, school, and family.” Avoid using *prioritize* with a single item; in that case, try “place a priority on” or “give priority to.”

probably. See *qualifiers*.

pronouns for countries or ships. Use the gender-neutral forms *it* or *its*.

proved, proven. *Proved* is the preferred past participle for the verb: “The story has proved false.” *Proven* is the preferred adjective: “a proven success.”

provided, providing. Either term is acceptable as a conjunction: “You can use this method, provided [providing] your supervisor agrees.” Neither should be used when the word *if* expresses a simple possibility: “The ceremony will be canceled if the rain continues.”

publically, publicly. Use *publicly*.

purportedly. See *qualifiers*.

purposely, purposefully. *Purposely* means “intentionally.” *Purposefully* indicates determination to reach a goal.

quagmire. *Quagmire* raises particular problems in intelligence writing. The standard definition is a difficult, precarious, or entrapping position. However, the word is so strongly associated with Vietnam that readers may question the parallels with that conflict. Try *predicament* or *quandary* instead.

qualifiers. Intelligence analysts must use qualifiers to remain objective and accurate. They should not, however, habitually hide judgments behind words such as *allegedly*, *apparently*, *conceivably*, *evidently*, *likely*, *may*, *might*, *perhaps*, *possibly*, *probably*, *purportedly*, *reportedly*, *reputedly*, *seemingly*, and *virtually*. Conversely, they should not strengthen judgments based on weak evidence with words such as *obviously*, *undoubtedly*, and *clearly*. Moreover, multiple qualifiers (for example, *may possibly*) are never justified.

Represent

This means “to depict” or “to symbolize,” not “to constitute.” “The dotted line represents the department boundary” is proper usage. “South African gold represents most of the world’s output” is not.

question as to whether. See *as to*.

quote, quotation. Except in informal usage, *quote* is a verb; *quotation* is the noun. *Quote* should not be used as a noun to replace *quotation* in general writing.

range, vary. In the elements of their meanings for which *range* and *vary* are similar, *range* refers to changing or differing within limits, whereas *vary* refers to changing in succession. "Elevations range between 500 and 1,500 meters above sea level." "Temperatures vary from season to season."

rare, scarce. Both mean "infrequently occurring" or "uncommon." *Rare* connotes high value. *Scarce* connotes that supplies are insufficient.

rather than. See *instead of*, *rather than*, *vice*, *versus*.

real. See *actual*, *real*, *virtual*.

rebut, refute. Though these terms are somewhat synonymous, *rebut* means "to offer opposing arguments," whereas *refute* connotes success in winning an argument.

recurrence, reoccurrence. *Recurrence* has the sense of happening repeatedly or periodically, whereas *reoccurrence* suggests simply happening again.

regards. *In regards to* is substandard. Use *in regard to*, *with regard to*, *regarding*, *about*, or *on*.

rein, reign. A *rein* is a strap attached to a bridle, used to control a horse—hence the expressions "take the reins" and "rein in." Do not confuse it with *reign*, which refers to a monarch's rule.

relatively. See *comparatively*, *relatively*.

reluctant, reticent. *Reluctant* means "unwilling to act." *Reticent* means "uncommunicative" or "reserved."

remains. See *continues*, *remains*.

reportedly. See *allegedly*, *reportedly*, *reputedly* and *qualifiers*.

represent. [See *tone box*.]

reputedly. See *allegedly*, *reportedly*, *reputedly* and *qualifiers*.

respectively. *Respectively* means "one at a time, in the order indicated." It is particularly useful for matching sets of data, as in this example: "Terrorists attacked markets in Baghdad and Basrah with a vehicle-borne improvised explosive device and rocket-propelled gre-

Omitting *That*

Some writers routinely eliminate *that* when it is a relative pronoun introducing a dependent clause. Leaving out *that* generally works well when the dependent clause simply modifies another word in the sentence. For example, in "The building that the team was watching was unoccupied," omitting *that* causes no problem for readers: "The building the team was watching was unoccupied." We might even argue that the sentence is easier to read without *that*. However, when the dependent clause is the direct object of a sentence's verb, omitting *that* may cause momentary problems for some readers. Consider the following versions of the same thought:

Moderate Muslim clerics emphasize Islam does not condone terrorism.

Moderate Muslim clerics emphasize that Islam does not condone terrorism.

Omitting *that* from the first version of the sentence causes many readers to initially read "Moderate Muslim clerics emphasize Islam." Because the sentence continues and because that initial thought is simplistic (as Muslim clerics of course "emphasize Islam"), those readers quickly reread the beginning of the sentence to look for a clause that clarifies the thought. This momentary disruption does not occur with the second version of the sentence because the relative pronoun *that* is a marker readers have learned to recognize: it alerts readers to look for the clause that follows. Using *that*—rather than leaving it out—provides the marker readers are accustomed to seeing and alerts them to the structure of the sentence.

nades, respectively." Here *respectively* tells readers that the vehicle borne improvised explosive device attack was against the market in Baghdad, while the rocket-propelled grenade attack was against the market in Basrah. *Respectively* serves little useful purpose if used at the end of a single set of data "Terrorists attacked markets in Baghdad and Basrah, respectively"—and usually should be deleted.

reticent. See *reluctant, reticent*.

reveal. See *disclose, divulge, expose, reveal*.

rotary-wing aircraft. See *helicopter*.

roughly. See *approximately, about, roughly, some*.

Sahara desert. Because *Sahara* is Arabic for "desert," use simply *Sahara* or *the Sahara*.

sanction. *Sanction* has meanings that are almost in opposition: from approval and encouragement to penalty or coercion. Therefore, use *sanction* only if context will make its meaning clear.

scarce. See *rare, scarce*.

scarcely. See *only*.

second. See *first, second, third, and so on*.

seemingly. See *qualifiers*.

-shape, -shaped. Use *shaped*, rather than *shape*, in a unit modifier: "an H shaped administration building," "an L-shaped lot." Do not combine either *-shape* or *-shaped* with a modifier that already names a shape: for example, change "a square shaped structure" to "a square structure." In addition, use "irregularly shaped" rather than "irregular-shaped."

ship. See *boat, ship*.

short term. See *long term, short term*.

should. In intelligence writing, limit *should* to cases that carry a sense of obligation or duty. Use *if* to express a condition. Instead of "Should the outer defenses fail, guards will respond," write "If the outer defenses fail, guards will respond."

sight. See *cite, sight, site*.

significant, significantly. These words suffer from overuse in intelligence writing, especially when applied to ordinary activities or momentary changes. The alternative is to state the facts and let their significance speak for itself.

since. See *as, because, for, since*.

site. See *cite, sight, site*.

situation. Authors frequently use *situation* in connection with another descriptive term when the other term, or a form of it, can stand by itself. For example, use "emergency" by itself rather than "emergency situation" and "deteriorating security" rather than "deteriorating security situation."

-size, -sized. Use *-sized* in a phrase such as "medium-sized barrel."

some. See *all, any, half (and other fractions), more, most, none, part, percent, percentage, some; approximately, about, roughly, some; and certain, some*.

stalemate. This term may mislead some people because in chess, a stalemate is permanent and cannot be broken. When referring to a predicament that might be resolved eventually, try *impasse* instead.

start. See *begin, commence, start, initiate*.

stationary, stationery. Something *stationary* is still, not capable of moving, or unchanging. *Stationery* refers to paper for writing, or more generally paper and envelopes or office supplies.

such as. See *like, such as*.

suppose, supposed. *Suppose* is the present tense of a verb that means to assume, to believe, or to consider something to be likely. *Supposed* is the past tense and past participle of the same verb. As the past participle, *supposed* is an adjective that means presumed, intended, expected, or permitted: "The missile was supposed to fly at least 250 kilometers, but it failed shortly after launch."

table. As a verb, *table* can mean "to introduce something for consideration" or "to set an issue aside." If you use *table* as a verb, be sure the context is unmistakable, or use a different verb.

Taiwan, Taiwanese. See *China, Chinese, Taiwan, Taiwanese*.

team. See *collective nouns*.

telecommunication, telecommunications. See *communication, communications, telecommunication, telecommunications*.

that, which, who. Use *that* to introduce a restrictive (defining) clause—one with information that is necessary for full identification of the person or thing the clause modifies. "The platoon that was pinned down held its position" implies that although two or more platoons were involved, only one of them was pinned down, so "platoon that was pinned down" clearly defines which platoon is being discussed. Use *which* with a nonrestrictive (nondefining) clause—one with information that is not essential to fully identify the thing the clause modifies. "The platoon, which was pinned down, held its position" indicates only one platoon is being identified; it cannot be confused with any other platoons, so "which was pinned down" is not required to fully identify the platoon under discussion. Notice that a set of commas accompanies the nonrestrictive clause to set it off from the main part of the sentence; these commas are required in standard English usage. Use *who* only when people are involved; *who* can be used with either restrictive or nonrestrictive modifying clauses, so commas are essential to set off the nonrestrictive uses. Do not use *who* to introduce clauses modifying organizations; an organization is a thing, even though it represents a group of people. In some sentences with restrictive clauses, *that* and *who* may be omitted to tighten wording, although their sense will still be present. See also tone box "Omitting *That*."

there are. See *it is, there are (and similar expressions)*.

third. See *first, second, third, and so on*.

though. See *although, though, even though, while*.

ties. Use *ties to* rather than *ties with*. *Relations with* often works as an alternative.

together with. See *along with*.

to include. *To include* has become a bureaucratic way of saying *including*. The infinitive is appropriate in a sentence such as "The Army will expand training to include live-fire exercises." Otherwise, *including* is preferred: "The regime has supplied militias with military equipment, including [not to include] rockets."

toward, towards. Use *toward*.

undoubtedly. See *qualifiers*.

uninterested. See *disinterested, uninterested*.

unknown, uncertain, unclear, undetermined. As an adjective, *unknown* can mean both "not known to anyone" and "not part of the writer's/speaker's knowledge." The usage problem for intelligence writing occurs when someone obviously must know *whatever* is being discussed but the context suggests that no one knows. One solution to this problem is to substitute *uncertain, unclear, or undetermined*, though those terms

will not always improve the situation. The preferred fix is to clearly identify that the author does not know, with something like "DIA does not know whether. . ." or "We do now know whether. . ." Serious shortfalls in the knowledge base can be addressed in a tone box dealing with intelligence gaps.

usage, use, employ, utilize. In the most basic sense, these terms are interchangeable; *use*, the shortest term, is the best choice except when you need the more specialized connotation of one of the other terms. *Usage* fits for the way a language or its elements are used, interrelated, or pronounced: "She studied usage of French in Canada." *Employ* is particularly applicable for obtaining or maintaining the services of an individual or object: "During World War II, U.S. companies employed many women in manufacturing." *Utilize* is suitable for something's being useful for a new function, including for an unintended purpose: "He utilized a chair to reach the top shelf."

vary. See *range, vary*.

verbal. See *oral, verbal*.

very. As an adverb, *very* means "in or to a high degree" and often is used to intensify adjectives or other adverbs: "very happy," "very annoyed," "very concerned," etc. The problem comes with over use of *very* for this purpose, especially with terms for which degrees of intensity are questionable. Few people would argue with dropping *very* from a phrase such as "very complete," as something either is or is not "complete." However, what real meaning does *very* add if we write "very nearly complete"? Even if the author has a difference in mind between "nearly complete" and "very nearly complete," are readers likely to understand that difference in intensity? When you see *very* modifying an adjective or another adverb, ask yourself whether *very* adds anything useful or should be deleted.

vice, versus. See *instead of, rather than, vice, versus*.

virtual. See *actual, real, virtual*.

virtually. See *qualifiers*.

way, ways. Use *way*: "She was a long way from home."

weapon, weapons. Both singular and plural forms are acceptable as modifiers, though the singular (*weapon*) is preferred in most instances, especially when using *weapons* would duplicate the *s* sound in both modifier and word modified: for example, *nuclear weapon storage* rather than *nuclear weapons storage*; *chemical and biological weapon problems* rather than *chemical and biological weapons problems*.

website. See *cite, sight, site*.

where, in which, for which. Because *where* is associated with locations, *in which* and *for which* are better choices than *where* when the context of a passage has nothing to do with a place or places. "In other cases, where U.S. involvement is not a factor, the working group recommends. . ." would be better written as "In other cases, in which U.S. involvement is not a factor, the working group recommends. . ." Similarly, "individuals involved in special assignments, where overtime requirements are likely to exist, should. . ." would be better as "individuals involved in special assignments, for which overtime requirements are likely to exist, should. . ."

whether. See *if, whether*.

which, who. See *that, which, who*.

while. See *although, though, even though, while*.

with. Avoid using *with* as a conjunction similar to *and*. For example, write "Attention has focused on maritime security, and the president has signed an order to create a coast guard" instead of "Attention has focused on maritime security, with the president signing an order to create a coast guard."

within. See *in, within*.

Concise wording makes reading easier. The key is compression, not omission. In particular, watch for unnecessarily wordy phrases that have become habitual in our writing. One small connecting word often can do the work of several. In addition, watch for redundancies - eliminating the duplicative idea compresses and sharpens the expression.

For

abortive coup attempt
 absence of
 absolutely essential
 acute crisis
 adequate enough
 a distance of 14 kilometers
 advance planning
 afford an opportunity
 after the conclusion of
 aggregate total
 a large portion of
 all-time record
 along the lines of
 am (is, are) going to
 a myriad of details
 appear to be
 appointed to the post of
 around the world
 at a later date
 at the present time
 at this point in time
 back up
 before long
 blue in color [also applies to other colors]
 bring an end to
 built a new
 by means of
 by the time
 close confidant
 close proximity
 close scrutiny
 collaborate together
 combat environment
 combine together
 come in contact with
 commented to the effect that
 completely unanimous
 completely untrue

Try

abortive coup
 no
 essential
 crisis
 adequate
 14 kilometers
 planning
 let, permit, allow
 after
 total
 many, much of
 record
 like, such as
 will
 myriad details
 appear
 appointed
 worldwide
 later
 now, currently, at present
 now, currently, at present
 back
 soon
 blue [or other named color]
 end
 built a
 by, with
 when
 confidant
 close, near, proximity
 scrutiny
 collaborate
 war, battlefield
 combine
 meet
 commented that
 unanimous
 untrue

complete monopoly
conduct a raid
consensus of opinion
contingent upon
continue to maintain
continue to remain
cooperate together
cost the sum of
cover over
crisis situation
dates back from (to)
depart from
despite the fact that
destroyed by fire
divide up (off)
due to the fact that
during such time as
during the time that
each and every one
economic situation
eliminate altogether
end product
end result
entirely absent
entirely complete
entirely eliminated
established a new
estimated at about
famine condition
few in number
filled to capacity
final outcome
final settlement
firm commitment
foreign import
form a new unit
for the amount of
for the most part
for the purpose of
fresh beginning
full complement of
future prospect
galvanize into action
gave a briefing

monopoly
raid
consensus
depends, hinges on
maintain
remain
cooperate
cost
cover
crisis
dates from (to)
leave
although
burned
divide
because, since, hence
while
while
each
economy
eliminate
product
result
absent
complete
eliminated
established
estimated at
famine
few
filled
outcome
settlement
commitment
import
form a unit
for
usually
for, to
beginning
complement of
prospect
spur, prompt
briefed

general public	public
has (have) the ability (capability, capacity) to	can
hope for the future	hope
hour of noon	noon
important essentials	essentials
in addition . . . also	in addition
in an effort to determine	to determine
in a number of cases	some, sometimes
in a position to	can, able to
inasmuch as	because
in a suspicious manner	suspiciously
in case	if
include among them	include
in conjunction with	and, or
in connection with	in, on, about, with
individual persons	individuals
in lieu of	instead
in order that	so
in order to	to
in regard to	regarding, on, about, concerning
in relation to	concerning, regarding, about
in short supply	scarce
insofar ■	because, since, as
in terms of	in, for
in the amount of	for
in the city (town) of	in
in the course of	in, during, while
in the event that (of)	if
in the interest of	for
in the interim period between	in the interim
in the majority of instances	usually
in the midst of	amid
in the month of	in
in the near future	soon, shortly
in the process of fighting	fighting, while fighting
in the vicinity of	near, around
in this day and age	today
in 2 years' time	in 2 years
in view of the fact that	since, because, although
join together	join
just recently	recently
large in size	large
last of all	last, finally
launch a new operation	launch an operation, begin
link together	link

located at	in, at
major breakthrough	breakthrough
make a decision	decide
make arrangements	arrange
make preparations	prepare
many in number	many
may possibly suggest	suggest
meet up with	meet
merge together	merge
more paramount	paramount
more perfect	perfect
most unique	unique
multitude of	many
never before in the past	never before
new discovery	discovery
new initiatives	initiatives
new recruits	recruits
of an indefinite nature	indefinite
of great importance	important
on a few occasions	occasionally
on a regular basis	consistently, regularly
on a timely basis	fast, quickly, rapidly
on condition that	if
one of the last remaining	one of the remaining
one of the purposes (reasons)	one purpose (reason)
on the occasion of	when, for
on the part of	by, for, among
owing to the fact that	because, since, hence
pare down	pare
passing phase	phase
penetrate into	penetrate
personal friend	friend
plan ahead	plan
plan in advance	plan
plethora of	many
pressing for the imposition of a curfew	pressing for a curfew
primarily focused on	focused on
prior to	before
prominent and leading	prominent
provided that	if
provide support to	support
reason is because	reason is
reason why	reason
recalled back	recalled
recur again	recur

reduce down
repeat again
resume again
retain his position
revert back
rise up
separate out
serious crisis
serve(s) as
SIGINT reports [or other INT]
skirt around
small in size
still remains
subsequent to
substantial portion
succeeded in defeating
succeeded in ending
sworn affidavit
take action on
temporary reprieve
true facts
under active consideration
until such time as
usual customs
violent explosion
when and if
whether or not
with reference to
with regard to
with the exception of
with the result that
worst ever famine

reduce
repeat
resume
remain
revert
rise
separate
crisis
is, are
SIGINT [or other named INT]
skirt
small
remains
after, since
much, large part
defeated
ended
affidavit
act on
reprieve
facts
being considered
until
customs
explosion
if
whether
on, about, concerning
regarding, on, about, concerning
except, except for
so
worst famine

Keep writing simple and direct. In many cases using the following simple words will strengthen the writing and make it easier to read.

For

accomplish
adequate
advantageous
advise
ameliorate
approximately
ascertain
assistance
attempt
citizenry
commence
concerning
construct
contradistinction
customary
deem
demonstrate
dialogue
dispatch
dwell
effectuate
endeavor
evince
exacerbate
fabricate
facilitate
finalize
frequently
heretofore
impact
implement
inaugurate
individual flotation device
induce
initial
initiate
innumerable
materialize
maximum
minimum

Try

do
enough
helpful
report, say, tell
improve, better
about, nearly, roughly, some
learn, find out
help, aid
try
citizens
begin, start
about, on
make, build
opposite
usual
think
show
conversation, discussion, talks
send
live
cause
try
show
aggravate, worsen
make, build
ease, help
complete, finish, conclude
often
before, until now
effect
carry out, fulfill, do
begin, start
lifejacket
persuade
first
begin, start
many
happen, appear
most, greatest
least, smallest

necessitate	force, cause
notwithstanding	although, despite
obfuscate	hide, mask
objective	goal, aim
opine	think, believe
optimum	best
output	product, yield
per	a. each
perceive	believe, see
populace	people
prerogative	privilege
prioritize	rank
procure	get, buy
proliferate	spread
rail infrastructure	railroads
regarding	about, on
request appropriations for	ask for money for, ask for funds for
reside	live
rotary-wing asset	helicopter
spaceborne platform	satellite
stated	said
stockpile	stock
subsequently	later
sufficient consideration	enough thought
terminate	end, finish
transmit	send
transpire	take place
ultimate	final
upon	on
utilize	use
vice	instead of, rather than
virtually	almost
weaponry	weapons
whenever	when

CHAPTER 6:

—Lynn Truss, *Eats, Shoots & Leaves*

CHAPTER 6:

Punctuation is intended to promote readability. It helps clarify the structure of written material and provides clues for how to read material aloud. Sometimes punctuation is critical for readers' understanding of what an author intended to say.

The Basic Rule. Form the possessive case of singular nouns, indefinite pronouns, and abbreviations by adding an apostrophe and a lowercase s. For most plural nouns add only an apostrophe; however, for irregular plurals (ones that do not end in s), add an apostrophe and a lowercase s.

boy: the boy's book	boys: those boys' books
woman: the woman's briefcase	women: the women's briefcases
Jones: the elder Jones's papers	Joneses: the Joneses' home
Thai: that Thai's passport	Thai: those Thai's passports
CO: the CO's orders	COs: those COs' orders
Shiite: the Shiite's factory	Shia: those Shia's neighborhood
each other: each other's territory	

The basic rule applies to proper names and abbreviations ending in sibilants (the hissing sound of an s, x, or z). However, leave off the s after the apostrophe if the extra sibilant is not normally pronounced.

Gibbons: General Gibbons's tactics	Marx: Marx's manifesto
Juarez: Juarez's troops	Berlioz: Berlioz's music
CBS: CBS's broadcasting	Damascus: Damascus's intentions
HAMAS: HAMAS's activities	but the Netherlands' policy
	the Philippines' interest

Some Complexities. One exception is for common nouns ending in s or ce when followed by a word beginning with s: in these cases the possessive of the common noun is formed with only an apostrophe.

for goodness' sake	for convenience' sake
--------------------	-----------------------

For *corps* (both singular and plural and whether as a common or proper noun), add only an apostrophe.

the corps' barracks	the two corps' mission
11th Corps' field hospital	the Second Artillery Corps' strategic missiles

For compound titles, make the last word the word closer to the thing possessed the possessive.

the secretary general's speech	the secretaries general's speeches
the commander in chief's decision	the commanders in chief's decisions
the assistant chief of staff's policies	the assistant chiefs of staff's policies

To show joint possession for two or more nouns, make only the last one possessive.

Phil and Dick's collaboration on the Sudan report was a success.

However, to show individual possession, make each noun possessive.

Phil's and Dick's draft reports on Sudan did not agree on two key points.

Follow the form of the original for geographic names; names of firms, organizations, and institutions;

and titles of publications. Of note, most place names today—but not all—do not include apostrophes, and some that did at one time (such as Harper's Ferry in the beginning) no longer have the apostrophe.

Harpers Ferry	Martha's Vineyard
Lloyds Bank; follow Lloyds's lead	Lloyd's insurance; follow Lloyd's lead
Johns Hopkins University	Reader's Digest

What we call the possessive case often is used when ownership is not involved. Do not be concerned with the argument that inanimate nouns cannot possess things. The form being used is the genitive case—which came to be called the possessive case in the 18th century—and does not involve possession. These forms are perfectly acceptable.

2 hours' pay	a dollar's worth
the room's furnishings	the airplane's speed
for pity's sake	for old times' sake

Do not use an apostrophe with the possessive form of personal pronouns. Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has"). Generally avoid contractions in intelligence writing.

his	ours
hers	yours
its	theirs

Apostrophes and Descriptives

Do not use an apostrophe after the name of a state, country, or most other bodies ending in *s*, or after words more descriptive than possessive, except when the plural does not end in *s*.

Massachusetts laws	but children's hospital
Bureau of Ships report	Commission on the Status of
writers guide	Women's headquarters
officers club	Congress's priorities
commanders conference	
dockworkers strike	

For a date, be careful to distinguish between the plural (formed with a lowercase *s*, as in *1970s*) and the possessive (formed with an apostrophe and a lowercase *s* for a singular date, as in *1970's*, or with just an apostrophe for the plural possessive, as in *1970s'*). The plural *1970s* refers to the years in that decade (1970 through 1979), whereas the possessive *1970's* refers to something belonging to that year and the plural possessive *1970s'* to something belonging to that decade.

Except as noted in the exceptions below, use an apostrophe and a lowercase *s* to form the plural of an abbreviation that ends in a lowercase letter or to form the plural of a single letter or digit.

cy's	7's and 8's
dotting i's and crossing t's	

- Do not use an apostrophe for the plural for an abbreviation that is treated as a word:

emails	lasers
medevacs	radars
scubas	sonars

- Do not use an apostrophe and a lowercase s for the plural of a unit of measure, as units of measure appear the same for both singular and plural instances.

67 km (not 67 kms)

550 t (not 550 t's)

- Do not use an apostrophe for the plural of an abbreviation ending in an uppercase letter or a number.

ICBMs

SS-25s

MiGs

H IIs

Use square brackets—[]—for the following:

- To enclose a parenthetical expression inside a set of parentheses.

The temperature in the room (20 °Celsius [80 °Fahrenheit]) was the main reason the meeting broke up early.

- To enclose an interpolation, such as an editorial remark, within a direct quotation. However, a parenthetical remark that is part of the original material being quoted and that is within parentheses would remain in parentheses.

The defense minister stated that he would “resolve the apparent policy shift with him [the prime minister] before the meeting.”

If you need to label a mistake, such as a misspelling or wrongly used word, within a direct quotation, you can show *sic* (in roman rather than italic type) within square brackets immediately following the error you are labeling.

The article seemed to be cursed from the start, as its title first appeared as “Elections in Chili [sic] Likely To Topple President.”

This interpolation tells readers that you are aware of the mistake and did not introduce it. Use this technique sparingly, however, as readers also may wonder why you felt the need to quote erroneous material. A better alternative, if it is available, is to present the quotation in a way that will allow you to omit the erroneous text.

Use angle brackets—< >—for Intelink and Internet URLs (uniform resource locators), email addresses, and account names when you present them in text, but omit angle brackets with live links. This technique was devised to clearly distinguish between punctuation that is part of an electronic address and punctuation for the sentence. It also allows for a break to be made in a URL that is too long to appear on a single line; make such a break at internal punctuation within the URL, and do not add any sort of punctuation at the break in the line. You may have to insert the angle brackets a second time to make them appear in text if Word automatically converts the URL to a hyperlink.

The World Factbook is available on JWICS at <<https://www.cia.usqlat/IDI/Factbook/index.html>> and on NIPRNET at <<https://www.cia.gov/library/publications/the-world-factbook/>>.

Angle brackets are unnecessary when referring to a website name, even if “.com” is part of the name.

The group used Twitter to spread word of the demonstration.

The online newspaper *Boston.com* carried a photo of the suspect.

Use a bullet (•) or caret (>), depending on the product line, to set off each item of an indented list. Using subordinate levels below the bullet level is discouraged. If subbullets are necessary in publications and correspondence, mark each with an en-dash (–), which Word makes available for this type of bullet.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.
- The third item in the bulleted list.

Keep indentation as formatted in DIA's current product line templates for bulleted lists. However, for correspondence, such as info memos, action memos, and response memos, align bullets with the left margin. The left end of the en dash that marks a subbullet should be aligned on the left with the start of the text for the primary bullets.

For textual products (but not briefing slides), use an initial capital letter for the first word of the material in each bulleted item (or each subbulleted item), and end the material with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. Of course, a bulleted item also could have multiple sentences, and these would be punctuated as normal sentences. Most of the formats DIA uses for both substantive products and correspondence call for blank lines before and after each bulleted item.

For briefing slides, DIA uses slightly different presentation. Each bulleted item begins with an initial capital letter, but the bulleted items have no end punctuation unless a bulleted element has multiple sentences; then only the final sentence has no end punctuation.

Use a colon (:) for the following:

- At the end of a sentence to point to material that summarizes or expands on the thought in the preceding portion of the sentence. Any grammatical unit can follow the colon: a word or phrase, a series of words or phrases, a dependent clause or clauses, or even a sentence or series of sentences.

The foreign delegation visited three cities in the United States: New York, Chicago, and Los Angeles.

The general is well qualified to serve as Army commander: he has served 5 years as the vice commander and previously held key leadership posts in each of the military districts.

If a single sentence follows a colon for this purpose, begin that sentence with a lowercase letter—essentially linking it to the previous sentence, as in the second sample above. However, if a series of sentences follows the colon, begin each of them with a capital letter.

- To introduce a list set off from the rest of the text by indentation (as with the colon in the last example in the box below).
- To introduce some direct quotations. A colon is the normal punctuation mark to introduce a direct quotation when a long quotation is indented as a block to separate it from a paper's body text or after a formal introduction such as "as follows" or "the following."

The prime minister said the following in a speech outside the parliament building on 27 March 2010:

My government is not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

Improper Colon Use

Do *not* use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- Not:* The Army wants several U.S. military systems, such as: attack helicopters, Patriot missiles, and Humvees.
- But:* The Army wants several U.S. military systems: attack helicopters, Patriot missiles, and Humvees.
- ()::* The Army wants several U.S. military systems, such as attack helicopters, Patriot missiles, and Humvees.
- ()::* The Army wants several U.S. military systems:
- Attack helicopters.
 - Patriot missiles.
 - Humvees.

For the introduction to the indented list above, the sentence could have been written like this: “The Army wants several U.S. military systems, such as”; even though this introduction would not be grammatically wrong, the *such as* is unnecessary, as the colon by itself is sufficient to introduce the list that follows.

Punctuation for Source Reference Citations (Endnotes) in Intelligence Products

Endnote

references in the text of a product are numbered sequentially, beginning with 1, and should be placed as close as reasonably possible after the text to which the number refers—but always at the end of a clause or phrase and after ending punctuation (comma, semicolon, period, and quotation marks). Often the endnote reference number can go at the end of a sentence, as in the first sample below.

... end of sentence.¹ New sentence....

Two days later the so called Green Revolution began;² young members of the People’s Progressive Party rioted in the capital.

Although the prime minister insisted that his administration was not responsible for the rioting in the capital,³ he offered little justification for the brutality of the repressive measures he is believed to have ordered to bring quiet to the city’s streets.

For writing in academia,

authors almost never need multiple footnote or endnote reference numbers in the same location. Instead, they use a single reference number, which corresponds to a footnote or endnote presenting information for the multiple sources. This practice is not practical for DIA’s intelligence products, however, because of the coding DIA uses for posting products and because selected endnotes may have to be sanitized for some dissemination. As a result, DIA products sometimes have multiple endnotes in the same location. Multiple reference numbers should be separated with a comma and a space after each reference number.

... end of sentence.^{4, 5, 6} New sentence....

Note, however, that other punctuation marks, such as a comma or em dash (or no punctuation at all), also may be appropriate before a direct quotation, depending on how the quoted material fits into the writer's sentence pattern. For example, the sample above could have been written like this instead:

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

(See also page 130 for use of a comma to introduce a short quotation.)

- Between a title and a subtitle.

"Russia: Outlook for Key Military Reforms"

An em dash can fulfill this same function, though a colon is more common. Moreover, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

"Captives: A Month With the Taliban—What They Saw and Heard"

- To show a ratio. If the ratio is used as an adjective, however, use hyphens and *to*.

Her chances are 15:1.

but She has a 15-to-1 chance.

Use a comma (,) for the following:

- To separate two words or figures that otherwise might be misunderstood.

Of the total, profit from the first sale raised the most concern.

In 2009, 870 tractors were completed.

(But: In 2009 only 870 tractors were completed.)

- After every item in a series except the last item. This rule applies whether the items in the series are single words, phrases, or clauses.

Exports include copper, lead, zinc, and tin.

Copper, lead, zinc, and tin are exported.

If any item within a series itself requires commas, use semicolons to separate the items of the series. However, the same rule still applies

for semicolons for the major parts of the series and for commas within any of the parts.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Serial Comma

Note that DIA uses a comma after the next-to-last item in a series (serial comma). Advocates of "open" punctuation leave out the comma after the next-to-last item in a series of three or more things—a style some popular periodicals employ. Generally, however, this is a disservice to readers. Because items within a series may be compound, if you leave out the comma after the next-to-last item, readers cannot tell when they see *and* or *or* in a series whether that word joins parts of a compound element within the series or whether it precedes the final item of the series. Always providing the comma after the next to last item in the series will eliminate the need for rereading to correctly understand the series.

- Before a coordinating conjunction that joins two independent clauses (full sentences). Coordinating conjunctions are *and*, *or*, *nor*, *for*, *but*, and sometimes *so* and *yet*.

Traffickers smuggle in both cocaine and marijuana, but domestic marijuana is available in small quantities.

Note: Do not confuse a coordinating conjunction that joins independent clauses with one that joins verbs in the same clause. No comma is required before *and* in the following sentence:

He served in the Air Force until 1988 and has worked for DIA since then.

- After a dependent clause that begins a sentence.

Because they needed funds to expand their operations, the insurgents became involved with drug trafficking.

A comma usually is not necessary before a dependent clause that ends a sentence, especially a dependent clause that is closely related to the meaning of the main clause. In the following example, for instance, the ending dependent clause explains *why* the main clause is true.

The insurgents became involved with drug trafficking because they needed funds to expand their operations.

However, a dependent clause that follows a sentence's main clause and is not essential to the meaning of the main clause—usually because it provides additional information or departs from the main clause in a new direction—may require a comma at the start.

Insurgents in the mountains are well protected, whereas those attempting to operate in the lowlands are more vulnerable to interdiction.

- After a dependent clause immediately following a coordinating conjunction that joins two independent clauses. (The coordinating conjunction in the following example is *but*.)

The Army commander initially claimed that guerrillas had attacked the convoy, but after operational details appeared in the press, he revealed that friendly troops had fired on the trucks.

Note: Advocates of “close” punctuation also would use a comma between *but* and *after*—at the beginning of the dependent clause that follows the coordinating conjunction—because the dependent clause interrupts the primary flow of thought in the sentence. That way of punctuating the sentence, however, would result in commas on both sides of *but*, which many readers find excessive, so most writers and readers today are more comfortable with the comma at the end of the dependent clause (following *press*) but would not use a comma at the start of the dependent clause (before *after*).

- After a long phrase that begins a sentence. No clear guidance defines *long* for this purpose. The role of the comma is to aid readers—by pointing out where the sentence changes from introduction to main clause—so look at the sentence as readers would. Usually you'll want a comma after an introductory phrase of more than three words. A comma is optional but may aid readability after a short introductory phrase followed by a capitalized word.

Because of his need for control, he expanded the operations of his organization.

After his operation he retired from the firm.

In March, Andorra announced the establishment of a national riverine surveillance system.

- Both before and after a long phrase or clause that occurs between the subject and the verb of a sentence.

The platoon, having been ordered to prepare to disable the bridge, attached explosive charges to the bridge supports.

A clause or phrase such as this one between a sentence's subject and verb may interrupt the flow of thought too much and may make a sentence unnecessarily complex. Moving the interrupting clause to the beginning of the sentence (or occasionally to the end) may result in a better sentence.

Watch for Dangling Modifiers

When a sentence includes a modifying phrase or clause but lacks a word the modifier can reasonably modify, the modifier “dangles.”

- The most common dangling modifier occurs at the beginning of a sentence. Readers expect a modifier at the start of a sentence to modify the sentence's subject. When that relationship is not reasonable, the modifier dangles.

Consider the following:

Arriving at the forward operating base after the attack had begun, the perimeter was quickly secured by the company.

This sentence literally says that the perimeter arrived at the forward operating base after the attack had begun. Because that is nonsensical, the opening long modifying phrase dangles. One way to repair the sentence is to put the appropriate term in the subject position:

Arriving at the forward operating base after the attack had begun, the company quickly secured the perimeter.

Be particularly careful with sentences beginning with *Based on ...*, especially when such a sentence opening is paired with a passive voice construction, like this one:

Based on the sequence of operations just prior to the failure, the system design is considered to have caused the failure.

This sentence says that the system design based something “on the sequence of operations just prior to the failure.” We cannot tell from this sentence who assessed the failure on the basis of the sequence of operations, but we know it was not the system design itself. The sentence needs to be rewritten.

Having been ordered to prepare to disable the bridge, the platoon attached explosive charges to the bridge supports.

- To set off a nonrestrictive word, phrase, or clause. Restrictive material is essential for the definition of whatever it modifies and is not set off from it. Nonrestrictive material is not essential for definition of whatever it modifies, interrupts the flow of the sentence, and is separated from the thing modified with a comma or set of commas.

She briefed on three topics that were of high interest.

She briefed on three topics, which were of high interest.

The first of those sentences *implies* that more than three topics existed and says that three of them were high-interest topics. Because *that were of high interest* restricts the definition of *three topics*, the modifier is essential to the meaning and is not set off with a comma. The second sentence says three topics existed; no more definition is required, though the sentence adds the nonrestrictive information that the three topics were highly interesting. If the nonrestrictive material had come in the middle of the sentence, it would have needed commas on both sides.

The supervisor, who was dismissed in 1972, was rehired the next year.

Marking Interruptions

Three types of punctuation marks can set off interrupters: commas, parentheses, and em dashes. Choosing among them depends on the amount of emphasis you want to give to the interrupter:

- Commas set off the interrupting material, marking it as nonrestrictive, without affecting the emphasis on the interruption. That is, commas provide standard emphasis.
- Parentheses take emphasis away, making the words set off like a whispered aside.
- Em-dashes add emphasis to the words they set off.

What if more than one supervisor had been fired—one in 1972 and one in 1978? Then *who was dismissed in 1972* would be necessary for the definition of *supervisor* and the sentence would have no commas:

The supervisor who was dismissed in 1972 was rehired the next year.

- To set off a nonrestrictive word, phrase, or clause used in apposition to a noun. An appositive (the material in apposition to the noun) is a special type of interrupter that provides an explanatory equivalent for the noun it follows. Like other interrupters, it can be either restrictive or nonrestrictive, depending on whether the appositive is necessary for understanding the noun it accompanies. Nonrestrictive appositives are set off from the noun for which they are equivalents—usually with a set of commas (though parentheses or em-dashes could be used instead)—whereas no punctuation should be used to set off a restrictive appositive.

Two of Saddam Husayn's children, Uday and Qusay, died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

The appositive *Uday and Qusay* is nonrestrictive because we can understand the main point of the sentence, that two of Saddam's children were killed, without the names of which children died in the firefight.

Saddam's children Uday and Qusay died on 22 July 2003 in a firefight with troops from the 101st Airborne in Mosul.

Here the appositive *Uday and Qusay* is restrictive—and not set off with commas—because not all of Saddam's children died in the firefight.

Beware of Comma Splices

A comma splice is a misuse of the comma that occurs when a writer joins two independent clauses with only a comma.

He worked for the company for 20 years, he took a leave of absence from 1952 to 1954.

Few authors in *DIA* would make that mistake. A more common error introduces a comma splice when a conjunctive adverb comes between the two clauses but the writer uses only a comma before the conjunctive adverb:

He worked for the company for 20 years, however he took a leave of absence from 1952 to 1954.
or

He worked for the company for 20 years, however, he took a leave of absence from 1952 to 1954.

A conjunctive adverb and a comma or commas cannot join two independent clauses in that fashion.

Changing the first comma to a semicolon is one way to correct the error.

He worked for the company for 20 years; however, he took a leave of absence from 1952 to 1954.

- To set off a contrasting statement in a sentence.

Stanley, not Jameson, won the trophy.

Workers completed construction, but neither on time nor within the budget.

- After a conjunctive adverb unless it is the last word in the sentence. Conjunctive adverbs are words like *however*, *moreover*, *nevertheless*, and *therefore*. A conjunctive adverb in the middle of a clause needs commas on both sides; if it is the last word in a sentence, it will be preceded by a comma.

He worked for the company for 20 years. However, from 1952 to 1954 he took a leave of absence.

He worked for the company for 20 years; however, from 1952 to 1954 he took a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954, however, he took
a leave of absence.

He worked for the company for 20 years;
from 1952 to 1954 he took a leave of
absence, however.

- To separate coordinate adjectives (unless they are joined by *and*).

It will become a neutral, nonaligned state.

Coordinate adjectives independently modify a noun or noun phrase. In the sample sentence above, both *neutral* and *nonaligned* modify *state* independently. This is not the case with cumulative adjectives. In “illegal drug trafficking,” *illegal* modifies not just *trafficking*, but *drug trafficking*. Therefore, *illegal* and *drug* are not coordinate, so no comma should go between them.

Of course, modifier chains can include both coordinate and cumulative adjectives. Consider the modifiers in the following sentence.

Several short, swift tributary streams crossed the clearing.

Short and *swift* are coordinate adjectives; both modify *tributary streams* separately and are separated by a comma. However, *several* modifies *short, swift tributary streams*, and the *short, swift* combination modifies *tributary streams* (not just *streams*), so no comma comes after *several* or after *swift*.

- To introduce some direct quotations. A comma is the normal punctuation mark to introduce a short direct quotation, separating it from the identification of the speaker.

The minister said, “We must avoid hostilities.”

“We must avoid hostilities,” the minister said.

However, do not use the comma with a quotation that is only part of a sentence. A sentence that includes a partial quotation requires only punctuation that would be normal for the sentence itself—with nothing besides quotation marks to set off the quoted material.

The minister said his nation “must avoid hostilities.”

In addition, do not use a comma to set off an indirect quotation. An indirect quotation captures the thought from the original material through a summary or paraphrase but does not directly quote the original.

The minister said his nation needed to steer clear of fighting a war.

(See also page 124 for use of a colon to introduce a long quotation indented as a block or a quotation that follows a formal introduction.)

- To indicate that a word or words have been omitted.

Profit in 2008 was \$4 million; in 2010, \$10 million.

- To separate an individual’s title and an organization’s name when *of* and *the* are not present.

John Smithson, director, Research Department, Stockton Company....

Coordinate and Cumulative Adjectives

Because of the independence of coordinate adjectives, you can check for two characteristics that help distinguish them.

- Coordinate adjectives are reversible; cumulative adjectives are not. You could write *non-aligned, neutral state*, but *drug illegal trafficking* just sounds peculiar.
- *And* fits naturally between coordinate adjectives, but not between cumulative adjectives. You could write *neutral and nonaligned state* but not *illegal and drug trafficking*.

- To set off a province, state, or country from a city name; *Jr.*, from a person's name; and *Inc.*, *Ltd.*, or *SA.* from a corporate name.

Born in Baltimore, Maryland, Franco Garibaldi, Jr., now directs Recycling, Inc.

- To separate digits in the thousands, millions, and so on—except for years, military unit designators, clock time, most serial numbers, fractional portions of decimal numbers, page numbers, and radiofrequencies in the thousands of kilohertz.

2,973

3,946,834

but – during 2009

the 1028th Brigade

1400 hours

job number 518225/10

3.732.14592

pages 3614 and 3617

1812 kHz (*but* 15,117 kHz and 1,832 MHz)

Dashes and the Hyphen

Dashes—the em dash and the en dash—and the hyphen differ in length. Theoretically a hyphen is half the length of an en dash, which is half the length of an em dash. However, various typefaces do not necessarily produce these length relationships exactly. The most we can be sure of is that an em dash (—) is longer than an en dash (–), which is longer than a hyphen (-).

More important are the differences in uses for these punctuation marks. This chapter covers em- and en-dashes. Hyphens are used in compounding, which Chapter 7 covers in detail.

All three marks are produced without spaces on either side:

em dash: She participated in this attack — as she did in four earlier attacks.

en dash: 13 December 2009–5 January 2010

hyphen: self-propelled

Use an em dash (—) for the following:

- As with commas or parentheses, to set off an interrupter in a sentence. If the interruption ends the sentence, only one dash, at the beginning, sets off the material. When an interrupter occurs inside a sentence, a set of dashes is required. Em-dashes that set off interrupting material emphasize the interrupter. The interrupter could be an appositive that the writer wishes to emphasize, as in the third sample below, or a point that abruptly changes the flow of thought in a sentence, as in the fourth sample.

He was a key player in upsetting the coup attempt—as he was with two previous attempts.

In this coup attempt—as with two previous attempts—he was a key player in upsetting the work of the coup plotters.

Before Saddam Husayn was captured, his two sons who were significant in his regime—Uday and Qusay—died in a firefight with U.S. troops in Mosul.

Workers completed construction in April—almost half a year later than projected.

Do not use an em dash as a substitute for a semicolon simply to connect two independent clauses. Clauses connected with an em dash should have a stronger connection than the following example demonstrates:

The minister traveled to Rome—later he continued to Istanbul.

- As with a colon, at the end of a sentence to point to material that summarizes or expands on the material in the preceding portion of the sentence. A word or phrase, a series of words or phrases, a dependent clause, or an independent clause can follow the dash. Unlike the colon, however, a dash would not precede a series of sentences.

The foreign delegation visited three cities in the United States—New York, Chicago, and Los Angeles.

- Like a colon, between a title and a subtitle.

“Russia—Outlook for Key Military Reforms”

A colon is more common for that purpose. However, if you need to join elements associated with a complex title and subtitle, use a colon for one punctuation mark and an em dash for the other rather than using two colons or two em dashes.

“Captives: A Month With the Taliban—What They Saw and Heard”

Use an en-dash (–) for the following:

- To connect two parts of continuing or inclusive numbers, whether page references, dates, or time.

When continuing numbers are joined in this manner, the range means “to and including” or “through.”

pages 1214–33

August–September 2010

1400–1430 hours

13 December 2009–5 January 2010

However, do not use an en-dash (or a hyphen) to replace *to* in “from x to y” or *and* in “between x and y”:

not from 10–12 August

but from 10 to 12 August

between 2008–10

between 2008 and 2010

- To replace *to* in election results, scores, and directions. This is similar to the use above in continuing or inclusive numbers, but the en-dash no longer occurs in a numerical range.

The election resulted in a 153–13 vote.

The game ended in a 2–2 tie.

The Rome–Naples rail line was flooded 17 kilometers southeast of Rome.

- In place of a hyphen to connect two parts of a compound term when one part of the compound is hyphenated or consists of more than one word. However, as the examples below illustrate, the width difference between a hyphen and an en-dash is not dramatic, so using *to* may be preferable to using an en-dash to connect compound terms when one part is hyphenated.

first-stage–third-stage operations [better: first-stage to third-stage operations]

pages 6-3–6-5 [better: pages 6-3 to 6-5]

post–Operation ENDURING FREEDOM

Joint Intelligence Operations Center–Afghanistan

United States Forces–Iraq

An ellipsis—three spaced periods (...)—marks an omission of a word or words within a direct quotation. When a quotation clearly is not a complete sentence, you do not need an ellipsis to show that material has been left out at the beginning or end of the quotation. No ellipsis is needed with the following quotation because *must avoid hostilities* obviously does not constitute a complete sentence:

The minister said his nation “must avoid hostilities.”

However, when your editing results in what appears to be a complete sentence, use an ellipsis at the beginning, end, or both (depending on where you cut material) to show that you have modified the original. Consider the following source paragraph:

Writing in 1890 about Custer's defeat on the Little Bighorn River in 1876, Charles King described three factors that appeared to have contributed to Custer's mistakes. Dividing his command into columns to converge on the Indian village from different directions was a tactic that had worked for Custer and the 7th U.S. Cavalry at the Battle of Washita River against the Southern Cheyenne in 1868. The terrain Custer's force was passing through toward the Little Bighorn River hid much of the Sioux encampment from sight, making the village appear smaller than it was. Finally, when he saw evidence of heavy activity where he expected the Sioux village to be, Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing, justifying an immediate attack.

Using “Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing” from that source passage would appear to quote a complete sentence, so the quotation would need an ellipsis at the beginning and one at the end to make clear that the quotation truncates the original:

In analyzing Custer's mistakes at the Little Bighorn, Charles King indicated that “... Custer interpreted actions taken to get the Indian women and children to safety as a sign that the Indians were rapidly fleeing...” For that reason he attacked without conducting thorough reconnaissance of the battle area. Unfortunately for Custer and the 7th Cavalry, the Sioux were preparing to fight rather than retreating.

This sample also demonstrates the two primary format styles associated with using an ellipsis:

- When an omission occurs inside a sentence or at the beginning, the result looks like the following or like the first ellipsis in the preceding sample.

“Tin and lead ... are the primary exports.”

- When an omission occurs at the end of a sentence, use four spaced periods without a space in front of the first period (a period for the sentence plus the three spaced periods for the ellipsis).

“Exports are primarily tin and lead.... Imports include copper and zinc.”

Because of the impartial tone that characterizes intelligence writing, the exclamation point normally is not useful for DIA products.

Use *italic type* for the following:

- To emphasize a word or words in a passage.

Do *not* use a colon between a verb and its objects or between a preposition and its objects, unless the colon sets off an indented list.

- For titles of works published separately, including online titles of books or pamphlets, periodicals (magazines, journals, and newspapers), or works of art (plays, films, radio and television programs, paintings, and sculptures).

an article in the *Defense Intelligence Digest*

an issue of the *Washington Post*

a news story on *Today*

an opinion piece in *Slate*

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using italics with document titles, etc., does not apply to source reference citations.

- For foreign words.

The *adhan* (Islamic call to prayers) issued from the mosque five times a day.

Foreign terms whose meanings have become commonly understood can be used without translation. However, for a non-English term that may not be understood, show the term in italics and follow it with a translation or explanation in parentheses, as above.

Do not use italic type or diacritical marks for the following terms, which were “foreign” but which have been brought into English:

ad hoc	cabana(s)
aide-de-camp, aides-de-camp	cafe(s)
aide-memoire [singular and plural]	cafeteria(s)
a la carte	caique(s)
alter ego(s)	caliph(s)
amir(s)	caliphate(s)
angstrom(s)	canape(s)
aperitif(s)	carte blanche, cartes blanches
applique(s)	caudillo(s)
a priori	cause celebre, causes celebres
apropos	chateau(s)
avant-garde	circa
bazaar(s)	cliche(s)
bazaar(s)	communiqué(s)
Bedouin [singular and plural]	confrere(s)
blase	consomme(s)
blitzkrieg(s)	cortege(s)
bona fide [adjective]	coulée(s)
bona fides [noun, singular and plural]	coup de grace, coups de grace

coup d'etat, coups d'etat
 coupe(s)
 critique(s)
 cum laude
 debacle(s)
 debris
 debut(s)
 de facto
 de jure
 denouement(s)
 depot(s)
 devotee(s)
 eclat(s)
 elan
 elite(s)
 emir(s)
 ennui
 en rapport
 en route
 entree(s)
 esprit de corps
 ex cathedra
 exemplar(s)
 exemplum, exempla
 ex hypothesi
 ex libris [singular and plural]
 ex nihilo
 ex officio
 ex parte
 ex post facto
 facade(s)
 fait accompli, faits accomplis
 fatwa(s)
 faux pas [singular and plural]
 fedayee [singular rarely used], fedayeen
 felucca(s)
 fete(s)
 forte(s)
 habeas corpus
 habitue(s)
 hadith(s)
 hajj, hajjes
 hajji(s)
 halal
 hawala(s)
 imam(s)

in absentia
 in extenso
 in extremis
 in loco parentis
 in medias res
 in situ
 inter alia
 inter alios
 inter nos
 in toto
 in vitro
 in vivo
 ipso facto
 ipso jure
 jihad(s)
 kolkhoz(es)
 kosher
 laissez faire
 machismo [noun]
 macho [adjective]
 madrassa(s)
 melee(s)
 metier(s)
 modus operandi, modi operandi
 modus vivendi, modi vivendi
 muezzin(s)
 mujahid, mujahideen [If a variation of
 mujahideen appears in a group's name,
 use the source's spelling.]
 mullah(s)
 naïve
 naïvete
 nee
 noblesse oblige
 nom de guerre, noms de guerre
 nom de plume, noms de plume
 nouveau riche, nouveaux riches
 obkom(s)
 oblast(s)
 ombudsman, ombudsmen
 par excellence
 per capita
 per diem
 per se
 persona non grata
 piece de resistance
 premiere(s)

prima facie	Shiite, Shia [both noun and adjective]
pro forma	shura(s)
protege(s)	sic
quid pro quo, quid pro quos	sin qua non, sine qua nons
Quran	soiree(s)
Ramadan	status quo
rapporteur(s)	Sunna
rapprochement(s)	Sunni(s)
raykom(s)	tete ■ tete(s)
rayon(s)	ulama (variant of <i>ulema</i>)
regime(s)	ulema (plural noun)
risque	verbatim
samizdat(s)	vice versa
seance(s)	vis-a-vis
sharia	zakat
Shiism	

Do not use italic type for the following terms, which were “foreign” but which have been brought into English, but do use diacritical markings as indicated, as these terms have entered English with diacritical markings from the original languages:

attaché	émigré(s)
chargé d'affaires, chargés d'affaires	entrepôt(s)
déjà vu	exposé (s)
démarche(s)	précis [singular and plural]
détente(s)	raison d'être, raisons d'être
	résumé(s)

- For *imeni* (“named after”) in names of Russian organizations or institutes.

the Leningrad Naval Institute *imeni* A.K. Popov

However, do *not* italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like when a name is being used as if it were an English language name for a similar type of entity. Because DIA's writing focuses on foreign information, we of course write about numerous foreign organizations, businesses, etc., as a normal part of our production. For most of these foreign proper names, then, we treat them as if they are in English and do not italicize elements of the proper names that are in or translated from a foreign language.

The Russian natural gas company Gazprom¹ debated in the Bundestag
the Cuban news agency Prensa Latina the Parti Québécois
the Buddhist organization Soka Gakkai the Al-Aqsa Mosque

Nevertheless, if you clearly are providing the foreign language translation for something, show the foreign words in italics even though the subject of the discussion may be a foreign organization, institute, governmental body, political party, educational institute, corporation, Internet service provider, etc.

Gazprom is a contraction from *Gazovaya Promyshlennost*, or “gas industry.”

The Gestapo (*Geheime Staatspolizei*, or “Secret State Police”) was Nazi Germany's official secret police organization.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

In addition, do not italicize the original language or English translation of names of geographic features (mountains, rivers, islands, etc.) or place names.

At the time of the Bay of Pigs invasion, the large island off the southwest coast of Cuba was named the Isla de Pinos (Isle of Pines), but in 1978 it was renamed the Isla de la Juventud (Isle of Youth).

- When citing a letter as a letter, a word as a word, or a phrase as a phrase. That is, these items are italicized when they are being used not for their meanings but as things or terms.

For the possessive, add an apostrophe and a lowercase s.

Do not confuse the possessive *its* with the contraction *it's*.

Along with and other phrases such as *as well as*, *in addition to*, *like*, and *together with* frequently follow immediately after a subject of a sentence.

- For the proper name (but not the type or class) of a ship, aircraft, or spacecraft.

seizure of the *Pueblo*

the USS *Wisconsin*

the *Spirit of St Louis*

launched the *Soyuz-3*

but the Dolgorukiy class SSBN *Yuriy Dolgorukiy*

the Chinese Shang class SSN

the Indian Talwar II class FFG

a Soyuz-series space launch vehicle

- For a plant or animal genus and species. The genus also has initial capitalization, though the species does not. After first use of a genus, it can be abbreviated, though it still is uppercase and in italics. Higher divisions of plants and animals—phylum, class, order, and family—have initial capitalization but appear in roman type.

Clostridium botulinum; *C. botulinum*

but Anthropoda [phylum]

Rodentia [order]

Escherichia coli; *E. coli*

Mammals; Mammalia [class]

Hominidae [family]

- To mark the family name with the first use of a person's name (such as one in Spanish) for which the family name may not be obvious. This is not a style for general use in most intelligence products but is intended for special use in products such as military leadership profiles or papers with a protocol function, as this presentation device indicates the name to be used to refer to the person. If only a first name and family name are cited, no italics are required, since the family name then is obvious. Subsequent use of a family name should not continue the italic face.

One trafficking organization reportedly employed Juan Carlos Martinez to pilot several illegal flights.

Carlos and a companion, Pedro Rodriguez, also were reported to be dealing with ranchers to establish runways on their properties.

When the format for a product calls for italic type for a portion and you need to use italics for an element within that portion, make that "italic" element roman instead. For example, the following passage might occur in the opening paragraph of a report for which the product format requires the first paragraph to be in italic type; the reference to *Escherichia coli* within the paragraph then appears in roman type (the reverse of italic type):

Dr. Harriet Smith has studied the effects of exposure to pathogenic Escherichia coli from contaminated food. This research may prove useful for developing foodborne biological agents.

Use a set of parentheses—()—for the following:

- As with commas or dashes, to set off an interruption within a sentence. When parentheses are used with an interruption, they reduce the emphasis on it, making it like a whispered aside.

The country's exports (tin and lead) are not sufficient for a favorable trade balance.

The country's trade balance suffers from inadequate exports (tin and lead only).

In the second example above, the final parenthesis precedes the sentence period. If a complete sentence (or sentences) is used parenthetically, the end punctuation goes inside the final parenthesis, as in the following:

The country's trade balance suffers from inadequate exports. (Only tin and lead were exported in 2009, and those were at low levels.)

For a parenthetical expression within a parenthetical element, see the rules for using square brackets (page 123).

- To enclose a cross-reference.

Exports of tin were only slightly greater than those for lead (Figure 2).

Exports of tin were only slightly greater than those for lead. (See Appendix A.)

- To enclose numbers or letters that mark items in a series within a sentence.

The Defense Ministry wants to acquire (1) attack helicopters, (2) Patriot missiles, and (3) main battle tanks.

Note: This example is to illustrate the mechanics of presenting the parenthetical elements; such a simple series normally does not need numbering of its items.

- To enclose translations or explanations, particularly for foreign expressions.

Memories of the *Anschluss* (Nazi Germany's annexation of Austria) still influence Austrian politics today.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Département de Renseignement et de Sécurité*).

Be particularly careful not to confuse the possessive *its* with the contraction *it's* (for "it is" or "it has").

A period brings a reader to a full stop at the end of a sentence. DIA also uses periods for the following:

- For bulleted material as part of a product's body text. For textual products (but not briefing slides), end each bulleted item (or each subbulleted item) with a period (unless the context calls for different ending punctuation, such as a question mark). Use this form regardless of whether a bulleted item is a word, phrase, or full sentence. If a bulleted item has multiple sentences, punctuate these as normal sentences.

- The first item in a bulleted list.
- The second item in the bulleted list.
 - A subbullet.
 - A second subbullet.

For briefing slides, although each bulleted item begins with an initial capital letter, the bulleted items normally have no end punctuation. If a bulleted element has multiple sentences, only the final one has no end punctuation.

- At the end of an in-paragraph heading. In-paragraph headings normally are bolded, and the period that ends such a heading also should be bolded. For example, the following is the beginning of a passage from Chapter 3 of this style manual and uses an in-paragraph heading.

Arabic Persons' Names. When *al-* is part of a person's name in Arabic, include the *al-* when writing out the individual's full name the first time, as in "DIA judges that Iraqi Prime Minister Haydar al-Abadi will modify the plan." For subsequent references to the same individual, drop the *al-*, as in this secondary reference in the same paper: "Diplomats have noted that Abadi expects the plan to include three phases."

DIA normally does *not* use periods for the following:

- With standalone headings. In-paragraph headings end with a period because body text immediately follows on the same line. Standalone headings, however, should have no such ending punctuation. See for example the first-level heading that comes below for "Question Mark." The rare heading that is a question, however, should end with a question mark.
- With table headings and for short comments within a "remarks" or "comments" type of table cell. However, if remarks are sufficiently lengthy or complex to require divisions within the comments, punctuation such as commas, semicolons, or even periods may be needed to separate parts of the table's comment field. Moreover, if periods are needed for one comments-type cell in a table, then use periods for all of that type of table cell in the same table.

Use ■ question mark (?) for the following:

- At the end of a direct question.

How can the funds be raised?

However, do not use a question mark with an indirect question.

He asked how the money could be raised.

- To show uncertainty or ignorance. In a table this can be done by using a question mark rather than information in a data field. A similar application can be used in text, although such use should be avoided ■ as much as possible.

The country's first prime minister, Dodson Wainwright (? 1721), began the custom.

- For ■ title that asks a question.

"Military for Sale: Can Commercial Ventures Save the Armed Forces?"

Use a set of double quotation marks (" ") for the following:

- To enclose a direct quotation.

The minister said, "We want to avoid hostilities."

"At all cost," the minister said, "we want to avoid hostilities."

"We want to avoid hostilities," the minister said.

When a long quotation is set off by block indentation within the margins of a page or within a text column, the indentation serves as a set of quotation marks, so none is required unless the passage has internal quoted material. The block-indented passage below is a direct quotation, but the material has no quotation marks because the indentation represents a set of quotation marks. If something within the indented passage had quotation marks in the original, then double quotation marks should appear with that internal quotation.

In a speech outside the parliament building on 27 March 2010, the prime minister said that his administration was

not responsible for the tragic events of 25 March. Irresponsible individuals rioted, destroyed public property, and endangered all our citizens. The government had no choice except to stop these illegal activities.

U.S. Versus British Use of Quotation Marks

Conventions for using double and single quotation marks differ between U.S. and British publishing. The most striking differences are these:

- British use of double and single quotation marks generally is the reverse of U.S. use.
- The rules for how other punctuation marks appear relative to quotation marks also differ somewhat.

Epigraphs. An epigraph is a quotation related to body text—usually to suggest a theme—but not a part of it; although epigraphs can appear at the beginning of a chapter or section, they are more common at the start of a document. Epigraphs occasionally occur in intelligence products, including in briefings, though by no means are epigraphs usual elements of our products. Wherever it appears in a document, an epigraph is a special type of block quotation. An epigraph generally leaves out some elements of other direct quotations: because epigraphs often quote a well-known source, they usually attribute the quotation to only the person's name or to the person's name and the work in which the original passage occurred, and other documentation is eliminated. Presenting an epigraph in a classified product presents a special formatting problem because putting "(U)" at the start of a quotation from, say, Sun Tzu looks a bit silly. Follow these formatting rules for presenting an epigraph:

Present the quotation without quotation marks (unless quotation marks are needed within the epigraph).

- Double-space after the quotation to find the line for naming the author; right-justify the author's name or the author's name and the work in which the quotation appears, and precede the author's name with an em-dash.

To avoid having to show a portion classification marking on the quotation in the epigraph, put the epigraph in a tone box and mark the quotation outside the box in the upper left corner. Generally you will not show a title for the tone box (though one could be used if needed).

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu

UNCLASSIFIED

Native agents are those of the enemy's country people whom we employ.

—Sun Tzu, *The Art of War*

- To enclose the titles of works that are published as parts of longer works—poems, short stories, songs, articles, notes, essays, headlines, chapter titles, and other parts of a book or periodical. Online works follow this rule as well.

"Russia: Outlook for Key Military Reforms" was an article in a recent issue of the *Defense Intelligence Digest*.

Note: For source reference citations, to simplify the source endnotes, DIA eliminated both italics for titles of works published separately and quotation marks for titles of things published as a part of longer works. Therefore, the guidance above for using quotation marks with article titles, etc., does not apply to source reference citations.

Spacing Between Colocated Single and Double Quotation Marks

Occasionally material will require single and double quotation marks to appear in a line together—for example, “a quotation that includes a ‘quoted word’”—which looks strange. You can modify this spacing to improve readability by inserting a thin space between the single and double quotation marks. Two ways are available to add the thin space in Word 2007:

Using the Insert Symbol Function

1. Place the cursor where you want the thin space added between the single and double quotation marks.
2. On Word 2007’s Insert ribbon, at the far right side, select Symbol.
3. In the drop box, select More Symbols.
4. In the box that opens, change the font to Arial Unicode MS.
5. In the Character code box type 2009.
6. Choose the Insert button, followed by the Close button.

Using a Keyboard Shortcut

1. Place the cursor where you want the thin space added—between the single and double quotation marks.
2. Type 2009, followed immediately by Alt+x; the 2009 will change into the thin space.

The result should look like this: “a quotation that includes a ‘quoted word’ ”—with a thin space between the single and double quotation marks.

- To set off a word or phrase used in a special sense (a meaning different from the normal sense) or to indicate the standard meaning of a word or phrase.

The refugees were offered “voluntary” repatriation.

He invited me for a “working lunch,” but I did all the work and he ate all the lunch.

Do not confuse its (the possessive of it) with it’s (a contraction for “it is” or “it has”).

Use caution when presenting a word or phrase in a special sense. The quotation marks with the term indicate something is unusual about it, but readers must easily understand the special sense of the material. Using this device to be clever may result instead in a failure to communicate.

- To set off words or phrases following terms such as *entitled*, *named*, *endorsed*, *signed*, *cited as*, or *referred to as* (unless rules for using italics call for italic type instead).

The document was signed “G. Washington.”

Rome’s Leonardo da Vinci International Airport also is referred to as “Fiumicino,” the suburb of Rome where the airport is located; failure to know both names can get a driver lost, as road signs for the airport sometimes show one name and sometimes the other.

However, quotation marks usually are not necessary for expressions following terms such as *known as*, *called*, or *so-called*.

The change is not likely to affect the so-called extremist Islamic states.

Beryllium is known as glucinium in some European countries.

The system is called profit and loss, but the profits may not be apparent.

Even after these terms, however, quotation marks may be used to give special emphasis to the quoted or verbatim nature of an expression, especially if irony, sarcasm, or bad grammar is involved.

The government’s antiterrorism battalion nearly eliminated the village with an operation staged under its so called “pacification” program.

Use a set of single quotation marks (' ') to enclose **quoted material within a quotation** that already is marked with double quotation marks. (A quotation within a block-indented quotation would take double rather than single quotation marks.)

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

Some U.S. writers believe they should use only single quotation marks around a single word or short phrase used in a special sense. That convention is true for British use of quotation marks but not for U.S. use. Instead, see the third bulleted guidance above for double quotation marks.

Place periods and commas inside quotation marks.

He said, "I think you should read 'Russia: Outlook for Key Military Reforms.'"

"I think you should read 'Russia: Outlook for Key Military Reforms,'" he said.

Place semicolons and colons outside quotation marks.

He said I should read "Russia: Outlook for Key Military Reforms"; he thought it would be good for me.

He said I should read "Russia: Outlook for Key Military Reforms": he thought it would be good for me.

Place a question mark or exclamation point inside quotation marks if the quotation is a question or exclamation; this rule applies whether or not the sentence as a whole is a question or exclamation. However, put the question mark or exclamation point outside quotation marks if the sentence is a question or an exclamation but the quotation is not.

She asked, "Do you remember reading the article?"

The author also wrote "Why Can't Johnny Read?"

Why should I read "Russia: Outlook for Key Military Reforms"?

Use a semicolon (;) for the following:

- To separate the elements in ■ series when one or more of the series elements itself requires commas. Semicolons generally are not needed if only the last element has internal commas.

Three major NATO commands are subordinate to Allied Command Operations, with headquarters in Brunssum, Netherlands; Naples, Italy; and Lisbon, Portugal.

Targeting requires the ability to locate targets; identify them, determine their vulnerability, and evaluate potential weapon effects against them; deliver appropriate weapons to a target; and evaluate the resulting damage.

Rescue workers focused on building temporary shelters, securing potable water, and gathering blankets, medical supplies, and food.

- To separate two independent clauses closely related in meaning but not joined by a coordinating conjunction.

He served in the Army until 1988; he has worked for DIA since then.

He worked for the company for 20 years; from 1952 to 1954, however, he took a leave of absence.

- To separate two independent clauses when the second one is joined to the first with a conjunctive adverb. Common conjunctive adverbs are *first (second, etc.), for example, for instance, furthermore, however, moreover, nevertheless, nonetheless, therefore, and thus*.

He worked for the company for 20 years; however, he took ■ leave of absence from 1952 to 1954.

Use a forward slash (/)—also called a virgule—for the following:

- To indicate a period occurring partially in one year and partially in another.

FY 2010/11

He flew three illegal flights in 2008/09.

- For two special commonly used representations.

9/11

24/7

- To represent per in an abbreviation.

km/h

rd/min

- To separate alternatives.

Many factors need to be considered in program/budget decisions.

Note: In this application the slash is intended to mean “and/or.” Thus, the sample above refers to “program decisions or budget decisions or program and budget decisions.” However, a caution is necessary here: some writers use this punctuation device to avoid making a decision about what term is correct. In “our goal/objective is,” no useful distinction exists between the alternatives, so the writer should pick one rather than demonstrating indecision.

- To indicate a word combination when one or both of the elements in the combination already contain a hyphen.

The insurgents were armed with Cuban-/Russian-supplied weapons.

Again the slash equates to “and/or”: thus, the sample refers to “Cuban supplied and/or Russian supplied weapons.” If the writer wants only an “or” or an “and” relationship, then the sentence should be recast:

The insurgents were armed with Cuban- or Russian-supplied weapons.

The insurgents were armed with Cuban- and Russian-supplied weapons.

- To indicate azimuthal direction.

ENE/WSW runway

CHAPTER 7:

—Mignon Fogarty, *Grammar Girl's Quick and Dirty Tips for Better Writing*

CHAPTER 7:

The spelling and compounding list that makes up the bulk of this chapter combines preferred spellings (when alternative spellings exist) and spellings for compound words in their various functions in a sentence (as nouns, verbs, adjectives, unit modifiers, and so on). These words are combined into a single list with more than 10,000 entries.

The word list can help with the following types of spelling decisions:

- Choosing between alternative spellings. (Should you use *analog* or *analogue*?)
- Determining whether to double the consonant at the end of a word when you add a suffix. (Should you use *canceled* or *cancelled*?)
- Determining whether to use an anglicized spelling of the plural of a Latin word or the Latin spelling. (Should you use *forums* or *fora* as the plural of *forum*?)
- Choosing between possible spellings for a compound word or phrase: as two (or more) words, with a hyphen (or hyphens), or solid as a single word. (Should you use *time consuming*, *time-consuming*, or *timeconsuming*?)

The following guidance includes points that cannot be covered adequately by entries in a word list. In addition, spelling and compounding rules are provided for users who need to understand the logic applied in the choices in the word list, especially for compounding.

The authority for spellings of place names is the U.S. Board on Geographic Names (BGN). The National Geospatial-Intelligence Agency provides a text-based BGN search function on JWICS at <<http://names.nga.ic.gov/namesgaz/>> and on NIPRNET at <<http://geonames.nga.mil/namesgaz/>>. Another useful source is *The World Factbook*.

The National Geospatial Intelligence Agency's Geographic Names Server reflects foreign place names sanctioned by the BGN. This database provides "Approved" spellings (which generally have diacritics and often special endings for some names), "Variants" (which normally will include a spelling without the diacritical marks), and, when they exist, "Conventional" spellings (which reflect the spelling commonly used in English).

Diacritical Marks

Although diacritical marks appear in the place names on some maps and sometimes in *The World Factbook*, we generally will not use them in text for intelligence publications. Diacritical marks indicate phonetic distinctions, whereas writing for which precise pronunciation is not particularly important normally uses conventional, commonly used spellings instead.

Numerous spellings typically come up in a BGN search for a place name. Check the "Feature Designation" column first; "primary administrative division" generally indicates a province or governorate, and "populated place" indicates a city or town. In the appropriate row, look for either the "Conventional" or the "Approved" spelling.

- If the search result shows a "Conventional" spelling for a place name, we generally will use that spelling. Thus, instead of *Moskva*, the "Approved" spelling, use the "Conventional" name of *Moscow*. Instead of the "Approved" spelling for North Korea's capital *P'yŏngyang*, use the "Conventional" spelling of *Pyongyang*.
- When an "Approved" spelling has diacritical marks, use that spelling without the diacritics. Thus, instead of *Islamabad*, the "Approved Short" spelling for the capital territory in Pakistan, use *Islamabad*. Do not confuse apostrophes with diacritical marks; retain the apostrophe in place names such as N'Djamena.

When possible, spellings in text and on maps should agree. For example, beware of showing *Rhodes* in text but showing *Rhodos* or *Rhodus* on an accompanying map.

When American and British spellings of *common* English words differ, use the American spelling. However, when the words are part of a *proper name* for a party, organization, office, etc., use the British spelling, but only within the proper name.

labor relations of the Labour Party
defense intelligence reports from the Australian Defence Intelligence Organisation
Industrialisation Board rulings on industrialization issues

For plurals of compound terms, form the plural on the significant word or words. If no word is significant or all parts are equally significant, form the plural on the last word.

<i>significant word first:</i>	adjutants general, aides-de-camp, courts-martial, goings-on
<i>significant word in middle:</i>	deputy chiefs of staff, assistant surgeons general
<i>significant word last:</i>	major generals, provost marshals, trade unions
<i>both words equally significant:</i>	gentlemen farmers, women writers
<i>no word significant:</i>	also-rans, go-betweens, pick-me-ups

Compounding conveys an idea by combining two or more words to form a thought. The result can be separate words in an unconnected sequence, words linked with a hyphen or hyphens, or words joined as a solid, single word. Current language trends lead to closing up many word sets that have become associated in readers' minds through frequent use.

Separate Words

One compounding form is to write words in sequence, without joining them or linking them with a hyphen, if this form causes no ambiguity in sense or sound.

blood pressure	real estate
early warning	training ship

Joined or Hyphenated Words

Often words are joined (written solid) or linked with hyphens to express ideas that would not be as clear if the words remained unconnected.

bookkeeping	cross-reference
newsprint	do-gooder
whitewash	right-of-way

Derivatives

Derivatives of a compound usually retain the hyphenated or solid form of the original.

footnote, footnoting	cost-effective, cost-effectiveness
praiseworthy, praiseworthiness	ill-advised, ill-advisedly

When two nouns form a compound that has only one primary accent, the compound is written solid, especially when the prefixed noun has only one syllable or when one of the elements loses its original accent.

bathroom	<i>but</i>	bomb bay
bookseller		coal mine
pipeline		night shift

Parts of Speech and Compounding

A noun formed from a short verb and an adverb usually is written solid, but it is hyphenated when the solid compound would interfere with comprehension. The verb form usually remains two words.

breakdown (verb: break down)	cut-in (verb: cut in)
buildup (verb: build up)	run-in (verb: run in)
setup (verb: set up)	tie-in (verb: tie in)

Compounds beginning with the following nouns usually are solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
horse (horseplay)	snow (snowbank)
house (housekeeping)	way (wayside)
mill (millcourse)	wood (woodland)
play (plaything)	work (workday)

Compound terms *beginning with cyber* may be written either solid or as multiple separate words, depending on meaning. When cyber terms began appearing in English-language dictionaries, the dictionaries showed solid terms, treating *cyber* as a combining form requiring solid compound words. The *Yahoo! Style Guide*, published in July 2010, treats the terms similarly, indicating that *cyber* usually would be combined with root words except when the root word begins with a capital letter. Typical early dictionary and Yahoo! entries included *cyberattack*, *cybercrime*, *cybernetics*, *cyberphobia*, *cyberpunk*, *cyberspace*, and *cyberterrorism*.

- Because of the growing importance of cyber terms for U.S. security operations, Defense Intelligence has a need to consider a multitude of terms dealing with infrastructure, funding, resources, and other aspects of managing intelligence operations related to the cyber realm. Most likely many of these terms will never appear in English-language dictionaries. Consider just one of these terms—how to label intelligence analysts dedicated to cyberintelligence. Should such an analyst be a *cyberanalyst* or a *cyber analyst*? Showing *cyberanalyst* as a solid word would seem to suggest that the analyst exists in cyberspace, an ethereal analyst, like an avatar, rather than a flesh-and-blood analyst. For things or concepts such as this, multiple separate words are more appropriate.
- For this reason, we make a distinction for cyber terms based on meaning:
 - Cyber terms related predominantly to *things inside or integral to the cyber realm*—for which we join *cyber* with the root word to form a solid term: for example, *cyberactivity*, *cyberattack*, *cybercrime*, *cyberoperation*, *cybersecurity*, *cyberterrorism*, *cyberthreat*.
 - Cyber terms related predominantly to *things about the cyber realm or managing it*—for which we keep *cyber* separate, resulting in multiple separate words: for example, *cyber analyst*, *cyber collection*, *cyber community*, *cyber doctrine*, *cyber offensive and defensive operations*.

Less frequently, *cyber* also may be joined by a hyphen to another word when the combined term is being used as a unit modifier—for example, *cyber-related data*. When in doubt, follow the current trend of joining the terms as a solid word.

Compounds ending in the following usually are solid when the initial word has one syllable. (When the initial word has multiple syllables, the compound is less often solid: *spaceborne*, but *satellite-borne*, *helicopter-borne*.)

board (cardboard)	person (salesperson)
boat (rowboat)	piece (fieldpiece)
book (textbook)	plane (airplane)
borne (bloodborne; foodborne; spaceborne; waterborne; but tick-borne; vector-borne; food-, water-, and vector borne)	power (airpower)
bound (landbound)	proof (blastproof)
box (gearbox)	room (chartroom)
boy (lowboy)	shop (toolshop)
craft (aircraft)	site (damsite)
field (airfield)	smith (gunsmith)
fish (crawfish)	stone (lodestone)
girl (schoolgirl)	store (bookstore)
grower (foodgrower)	tight (airtight)
headed (clearheaded)	time (halftime)
hearted (halfhearted)	ward (homeward)
holder (shareholder)	water (bluewater; freshwater [adjective]; groundwater; saltwater; seawater; wastewater; but drinking water; fresh water [noun]; surface water; well water [noun and adjective])
house (boathouse)	way (seaway; waterway)
keeper (beekeeper)	wide (worldwide)
keeping (bookkeeping)	wise (edgewise)
land (farmland)	woman (spokeswoman)
light (moonlight)	wood (firewood)
like (boxlike)	work (artwork)
line (pipeline)	worker (pieceworker)
load (boatload)	working (woodworking)
maker (automaker)	worm (ringworm)
making (cementmaking)	worthy (seaworthy)
man (airman)	writer (speechwriter)
mate (teammate)	writing (checkwriting)
monger (scaremonger)	yard (shipyard)
over (crossover)	
owner (homeowner)	

Write solid the compounds of *any*, *every*, *no*, or *some* with *body*, *thing*, or *where*. When one is the second element, write the compound as two words if it means a particular person or thing. Always write *no one* as two words to avoid mispronunciation.

anybody	nowhere
anything	someone

but: Anyone can be in charge, and any one of you can volunteer.

Authors frequently encounter problems with compound modifiers that immediately precede the words they modify. When the words make sense only as a unit, the compound is a unit modifier and usually is written with a hyphen.

- In "short, swift streams," both *short* and *swift* modify *streams* independently (they are coordinate adjectives), and no hyphen is used to join the modifiers. (There is a comma, however, because the adjectives are coordinate; see comma usage in Chapter 6.)
- In "short tributary streams," *tributary* modifies *streams*, and *short* modifies *tributary streams*; the adjectives are cumulative, and no special mark is used to join them. Note, however, that each adjective logically *could* modify the noun separately; that is, "short streams" and "tributary streams" both make sense, even if these are not what the writer means.
- In "40-horsepower engine," neither *40* nor *horsepower* logically can modify *engine* by itself; the modifiers make sense only as a unit—hence the term "unit modifier."

Part of the confusion for many authors is that a compound modifier receives different treatment when it follows the word it modifies:

- I bought an engine that is rated at *40 horsepower*.
- I bought a *40-horsepower engine*.
- As a result of the conference, we now have *standards* that are *agreed upon*.
- As a result of the conference, we now have *agreed-upon standards*.

Thus, the special treatment for a unit modifier is situational. Users of the word list in this chapter must bear this in mind. A compound modifier marked *um* in the list and linked with a hyphen retains the hyphen only when it precedes the word it modifies.

Hyphenated

Unit modifiers immediately preceding the word or words they modify *usually* are hyphenated.

- | | |
|----------------------------|-----------------------------|
| drought-stricken area | state-of-the-art technology |
| English-speaking nation | U.S.-owned property |
| fire-tested material | 1-inch diameter |
| lump-sum payment | 2-inch diameter pipe |
| most-favored-nation clause | 4-percent increase |

Use a hyphen in a unit modifier with an ordinal number in its literal sense (unless the modifier is a proper noun).

- | | |
|-------------------------|------------------------|
| first-stage booster | second-class treatment |
| fourth-quarter earnings | third-party statement |

In addition, use hyphens in unit modifiers containing prepositional phrases.

- | | |
|----------------------------|----------------------------|
| fly-by-night establishment | quality-of-life incentives |
| out-of-area operations | under-the-counter sales |

A Caution About Modifier Strings

Beware of stringing so many modifiers in front of a noun that your thought becomes difficult to comprehend. For example, "weapon system development and acquisition cost reductions" is hard to understand; the modifier string should be broken up, becoming "cost reductions from weapon system development and acquisition."

Joined

Some unit modifiers are written solid rather than being hyphenated.

aboveground shelter	indepth assessment
airdrop mission	lookdown angle
blackout curtains	mineclearing equipment
breakaway republics	onboard computer
broadband radio	sealane defense
deadweight tons	sweptwing fighter
firsthand experience	understrength division

Unhyphenated

Especially when the compound is a well-established phrase, hyphens sometimes are omitted from a unit modifier, and the modifier is written as separate words.

air defense artillery	ground support aviation
air intercept regiment	hard currency loan
ballistic missile submarine	law enforcement efforts
broad gauge railroad	mine warfare task force
drug trafficking organization	missile support unit
early warning radar	nuclear delivery system
free market system	open pit mining
general purpose vehicle	throw weight equivalent

No hyphens are needed for most compounds that are linked by conjunctions.

command and control echelons	middle or late 1980s
medium and high altitudes	warm but cloudy day

However, improvised compounds that contain conjunctions do use hyphens.

bread-and-butter issues	hard-and-fast rule
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Predicate Adjectives

As indicated in the introduction to unit modifiers, compound predicate adjectives usually have no hyphens.

<i>Unit Modifier</i>	<i>Predicate Adjective</i>
The attack took place on U.S.-owned property.	The property where the attack took place was U.S. owned.
She gave an indepth assessment.	The assessment she gave was in depth.
We are to get a 4-percent raise.	The raise is to be 4 percent.

The word list in this chapter contains some hyphenated compound adjectives (*adj*); they retain their hyphens when they are predicate adjectives.

The study used all-source intelligence.	The intelligence in the study was all-source.
We watched a combined arms exercise.	The exercise we watched was combined arms.

Comparatives and Superlatives

Hyphens usually are omitted from two-word modifiers when the first word is a comparative or superlative.

little-developed country	low-priced model
less developed country	lower priced model
least developed country	lowest priced model

Note that *lower* is the comparative of *low*, with *lowest* the corresponding superlative. However, *lower* also is the opposite of *upper*, which is not a comparative and has no superlative (*uppest?*). In its sense opposing *upper*, *lower* is joined (solid) or linked (with a hyphen) to the other words in a modifier.

uppercase letters	lowercase letters
upper-class neighborhood	lower-class neighborhood
upper-middle-class housing	lower-middle-class housing

Hyphens also are retained in many three word modifiers that include a comparative or superlative.

higher-than-market price	most-favored-nation clause
less-than-perfect solution	most-sought-after assignment
lighter-than-air craft	

Adverbs Ending in -ly

Do not use a hyphen in a two word unit modifier when the first word is an adverb ending in -ly.

(Do not confuse adjectives ending in -ly with adverbs.)

eagerly awaited moment	but only child complex
recently designed building	lonely-hearts club
wholly owned subsidiary	

Sometimes a comparative or superlative needs to be combined with the word it precedes to ensure clarity. If we write "older technology mines," the phrase can be misunderstood as indicating "technology mines" that are "older." Adding a hyphen to connect *older* and *technology*—"older-technology mines"—makes clear that we mean mines employing older technology.

Three-Word Modifiers

Do not use hyphens in a three-word unit modifier when the first word is an adverb modifying the second word.

unusually well preserved specimens
very well defined usage
exceptions:
very-high-frequency broadcast
very-low-frequency transmission

However, if the first word of a three-word modifying phrase modifies the other two words as a unit, use a hyphen between those two parts of the unit.

a nearly right-angle corner
a formerly well-known person

Foreign Phrases

Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

bona fide transaction	ex officio member
carte blanche policy	per capita tax
ad hoc tasking	

Proper Nouns

Do not use a hyphen or en dash in a compound proper noun or capitalized coined name used as a unit modifier (unless the basic noun form includes a hyphen or en-dash).

Cold War tension	but	Spanish-American heritage
Latin American states		French-English descent
Iraqi Army operations		Franco-Prussian War
World War II period		North American–South American sphere

Quotation Marks

Do not use hyphens in a unit modifier enclosed in quotation marks unless the modifier normally is hyphenated, and do not use quotation marks in lieu of hyphens.

a “spare the rod” approach to parenthood
the “one-man woman” plots of many operas
but a right-to-work law

Chemical Terms

Do not use a hyphen in a unit modifier composed of chemical terms.

carbon monoxide poisoning	methyl bromide solution
---------------------------	-------------------------

Letter or Number Elements

Except in established military equipment designators, do not use a hyphen in a unit modifier with a letter or numeral as its second element.

Annex B maps	but „An-22 transport
Article III provisions	MiG-29 fighter
Mod 3 missile	T 80 tank
Number 2 fuel oil	

Common Basic Elements

When two or more hyphenated compounds in a series have a common basic element and this element is omitted in all but the last or first term, retain the hyphens.

2- or 3-year period	but mid- and late 1990s but mid to late 1990s
8-, 10-, and 16-km segments	early or mid-1990s but early-to-mid 1990s
ground- and air-launched missiles	
U.S.-owned and -operated companies	
low- to high-altitude coverage	
medium- to long-range missiles	

Suspending Hyphens

When two or more solid compounds in a series have a common basic element and this element is omitted in all but the last or first term, use a suspending hyphen with the incomplete forms.

first- and secondhand access
low- and midlevel operatives
postearthquake and –tsunami operations
but
oil and gas fields or oilfields and gasfields (not oil and gasfields)

Prefixes (except *ex*, *self*, *quasi*, and *vice*) and suffixes (except *free*, *designate*, and *elect*) usually form a solid compound with a noncapitalized word.

With Prefixes

byproduct	ex-serviceman
cooperate	self-centered
counterintelligence	quasi-military
hydroelectric	vice-chairmanship
multipurpose	
neofascist	
nonferrous	

With Suffixes

clockwise	rent free
fourfold	minister-designate
lifelike	President-elect Jones
northward	councilor elect
forcewide	
geocentric	
<i>but</i> youth-centric, brigade-centric, etc.	

However, retain hyphens that appear in proper names.

Directorate General for Inter-Services Intelligence

Except for the short prefixes *co*, *de*, *pre*, and *re*—which generally are written solid—use a hyphen to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

With Prefixes

anti-insurgent	<i>but</i>	cooperate
contra-acting		deescalate
semi-independent		preexisting
ultra-ambitious		reentry

With Suffixes

hull-less	<i>but</i>	nonnuclear
shell-like		subbasement

Even for prefixes that normally form solid compounds, use a hyphen if its omission would lead to mispronunciation, cause confusion with a word spelled identically but without a hyphen, or create an illogical compound.

mid-ice
mini-state
under-ice
co-op (<i>but</i> cooperate)
multi-ply (several plies)
pre position (position in advance)
pro state (in favor of the state)
re-form (form again)

re present (present again)
un-ionized
non-civil-service position
non-scientific and technical intelligence

Use a hyphen to join duplicated prefixes.

counter-countermeasures	counter-counternarcotics
sub subcommittee	sub subparagraph

Use a hyphen to join a prefix or suffix in a compound with a capitalized word.

anti-Castro	Africa-wide
neo-Nazi	Latin America-wide
non-U.S. NATO	Truman-like
pro-British	
exceptions: nonMIRVed, unMIRVed	

A prefix (except *un*) normally forming a solid compound often is followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	but ¹ antiballistic missile
non-missile-equipped	superhigh-frequency
non nuclear powered	ultrahigh frequency
post-target-tracking	uncalled-for
semi-land-mobile	unself-conscious

However, do not insert a hyphen after a prefix joined to a solid compound.

antigunrunning	postreentry
nonlifelike	submachinegun
nonoceangoing	ultrarightwing

Use a hyphen between the elements of compound numbers from 21 to 99 when they are spelled out. (In most contexts, the numbers in this range will be presented as numerals, not written out as words; see Chapter 4 for rules on writing numbers as words or numerals.)

twenty-one	ninety-nine
twenty-first	one hundred twenty-one
one thousand four hundred twenty-one	

Use a hyphen in an adjective compound with a numerical element first.

two-sided question	8-kg box
the Six Day War	18 year old student
.22-caliber cartridge	10- to 20-year period
500-km-range missile	

When an adjective numerical compound appears in a listing (such as a table) with the compound following *but* reading back to the word or words modified, use a hyphen in the compound and use the compound in its singular form.

motor, 3-phase, 60-cycle, 115-volt
belts: 2-inch, 1.25-inch, 0.25-inch

Use a hyphen between elements of a fraction, whether the fraction is a noun or an adjective.

two thirds of the vote

a two thirds majority

Do not use hyphens in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large

manager director

commander in chief

minister-counselor

vice president

secretary-treasurer

but under secretaryship, vice presidency

Except for titles, hyphens appear in some—but not all—noun compounds containing a prepositional phrase.

government-in-exile

but next of kin

grant in aid

prisoner of war

man-of-war

state of the art

mother-in-law

state of war

Use hyphens in improvised compounds.

first-come, first-served basis

roll-on/roll-off ship

hard-and-fast rule

stick-in-the-mud

know-it-alls

technical know-how

Hyphenate the verb form of compound nouns that are written as two words.

to blue pencil galley proofs (*but* proof with a blue pencil)

to cold-shoulder an idea (*but* turn a cold shoulder)

to cross-brace a structure (*but* a structure with a cross brace)

to flight-test a missile (*but* a missile in flight test)

Join a single capital letter to a noun or participle with a hyphen.

H bomb

V necked

I-beam

X-ray, X-raying

T-shaped

X-ed out

but I band, K band, P band, L band, etc.

The following list contains both preferred spellings and preferred formations for compounds (multiple words, hyphenated words, or solid words).

The following abbreviations appear in the list:

adj (adjective)

masc (masculine)

adv (adverb)

n (noun)

cf (combining form)

pref (prefix)

etc (and so on)

um (unit modifier)

fem (feminine)

v (verb)

Frequently the abbreviations indicate that a compound appears in the form shown only for the specific function or functions shown. For example:

- *fire-resistant (um)* means that the compound is hyphenated as a unit modifier but not, for instance, as a predicate adjective:

We chose a fire-resistant material.

The material we chose was fire resistant.

- *low-key (adj)* means that the compound is hyphenated both as an adjective preceding the word modified (like a unit modifier) and as an adjective following the word modified:

She gave a low-key speech.

Her speech was low-key.

- *human rights (adj, n)* means the compound is written as separate words in both adjective and noun functions:

It was a human rights issue.

Human rights was the issue of the moment.

- *anti-American (etc)* means that the same compounding structure applies to similar compounds, such as *anti-British* or *anti-German* in this case.

- *counter (cf)* means that the compounding structure applies when forming a compound but not when the terms are simply juxtaposed in a sentence:

The team focused on counterrebel operations.

The team dug in to counter rebel advances.

Gender Neutrality

Be aware that modern publishing standards call for gender neutral terms. Even though many terms containing *man* are part of the military lexicon, these terms are not always the best choice. For such terms shown in the following list, consider using them in reference to specific individuals but choosing gender neutral terms for general reference.

24/7
3 D
3G, 4G
9/11

aberration
able bodied (um)
able minded (um)
A bomb
about face
above average (um)
aboveboard
above cited (um)
abovedeck
aboveground (adj)
above mentioned (um)
above named (um)
above water (um)
above written (um)
abridgment
absentminded
accessory
accommodate
accursed
across the board (um)
acknowledgment
acoustic
acre foot
active duty (um)
adapter
addendum, addenda
add on (adj, n)
address book
ad hoc
adjuster
ad lib (adj, n, v),
 bed. bing
adviser
 advisor (law)
aegis
aerial refueling (adj, n)
aero (cf)
 all one word
afoot
afore (cf)
 all one word
A frame

African American
after (cf)
 afterward
 all one word
after action (um)
ageless
agenda, agendas
age old (adj)
aging
agreed upon (um)
agro (cf)
 agroindustrial
 all one word
aid (n, v)
aide (assistant)
aide de camp,
 aides de camp
aimpoint
airbag
airbase
airblast
air blasted (um)
airborne
airborne warning and
 control system aircraft
airbrake
air breathing
airbrush
airburst
aircargo
air conditioner
air conditioning
air cool (v)
air cooled (um)
air cover
aircraft
air crash
aircrew
air cushion (um, v)
air defense (adj, n)
air deliver (v)
air delivered (um)
air dried (um)
air driven (um)
airdrome
airdrop (adj, n, v)
airdroppable
air dry (v)
airfare
airfield

airflow
airfoil
air formed (um)
airframe
airfreight
airgap
airhammer
airhole
airhose
air intercept (adj, n)
airlanding
airlane
air launch (v)
air launched (um)
airlift
airline
airliner
airlink
airlocked
airmail
airman
airmass
airmobile
airmobility
airpark
airpath
air policing (adj, n)
airport (all meanings)
air portable (um)
airpower
 but naval and air power
air raid
air refueling (um)
airscoop
airship (n)
air ship (v)
air show
airsick
airspace
airspeed
air station
airstream
airstrike
 but naval and air strikes
airstrip
air surveillance
airtight
airtime
air war
airwave

airway	amperemeter	antiestablishment
air wing	ampere second	antiextremist
airworthy	amphi (pref)	antigovernment
aka	<i>all one word</i>	anti guided missile
a la carte	ampoule	antigunrunning
alter ego	analogous	anti icer
algae	analogue	anti imperial
align	analog (science, computer)	anti inflationary
all aged (um)	anchor light	anti infrared
all American (etc)	anemia	anti insurgent
all around (um)	anesthetic	antijam
all clear (n, um)	aneurysm	antimissile
all day (um)	angio (cf)	anti missile missile (um)
all encompassing	<i>all one word</i>	antinuclear
all inclusive (um)	anglicize	anti nuclear weapons
all knowing	Anglo (cf)	antioccupation
all out	Anglo American (etc)	antipersonnel
all ready (prepared)	<i>rest one word</i>	antisatellite
already (previous)	angstrom unit (etc)	anti Semitism
all right	anhydr(o) (cf)	anti tactical ballistic missile
all purpose (um)	<i>all one word</i>	antitank
all source (adj)	ankle deep (um)	anti theater ballistic missile
all star	annul, led, ling	antitrust
all terrain (um)	annulment	antivirus
alltime (adj)	anomalous	<i>rest one word</i>
all time (n)	anonymous	antro (cf)
all together (collectively)	ante (pref)	<i>all one word</i>
altogether (completely)	ante bellum (etc)	anybody
all weather	ante Christian (etc)	anyhow
allies, allied	antedate	anyone
but Allies, Allied	ante mortem	anyplace (adv)
(WWI and WWII)	<i>rest one word</i>	anyway (adv)
alongshore	anteater	aorto (cf)
alongside	antenna, antennas	<i>all one word</i>
alphanumeric	antennae (zoology)	apo (pref)
al Qaida	antero (cf)	<i>all one word</i>
also ran	<i>all one word</i>	A pole
altocumulus	anthill	appall, ed, ing
altostratus	anthra (cf)	apparatus, apparatuses
alumna, alumnae (fem)	<i>all one word</i>	appendix, appendixes
alumnus, alumni (masc)	anthropo (cf)	applecart
ambassador at large	<i>all one word</i>	a priori
amber colored (um)	anti (pref)	apropos
ambi (cf)	antiaircraft	aquaculture
<i>all one word</i>	anti American (etc)	aqualung
amidships	antiapartheid	aquamarine
amino (pref)	antiarmor	aquarium, aquariums
amino acid	anti arms control	arabic numerals
as prefix, one word	antiballistic missile	archbishop
amir (emir is preferred)	antichrist	archduke
ampere hour	anti cruise missile	arched roof (adj)

archenemy
 arceo (cf)
 all one word
 archi (pref)
 all one word
 archō (cf)
 all one word
 arch Protestant (etc)
 archrival
 arc over (adj, n)
 arctic clothing (etc)
 arc weld (v)
 areo (cf)
 all one word
 aristo (cf)
 all one word
 arithmo (cf)
 all one word
 armband
 armchair
 armor clad (um)
 armor heavy (um)
 armor officer
 armored brigade
 armored unit
 armor piercing (um)
 armorplate
 armor plated (um)
 armpit
 armrest
 arms control
 arm's length (adj)
 arm twisting
 army group level (um)
 armywide
 Army wide
 around the clock (um)
 arrester
 arrowhead
 arrow shaped (um)
 arseno (cf)
 all one word
 arterio (cf)
 all one word
 artesian well
 arthro (cf)
 all one word
 artilleryman
 artwork
 ascendance, ant

ascent (rise)
 assent (consent)
 ashcan
 ash colored (um)
 ash gray (um)
 ashtray
 assembly line
 assemblyman
 assembly room
 associate's degree
 astro (cf)
 all one word
 attaché
 atomic energy (adj, n)
 at large (um)
 at sea (um)
 attorney at law
 attrit
 attritted, ting
 audio (cf)
 audiofrequency
 audiogram
 audiosurveillance
 audiotape
 audiovisual
 all one word
 auri (cf)
 auri iodide
 rest one word
 authorship
 auto (cf)
 auto objective
 autogiro
 automaton.
 automatons
 autopilot
 rest one word
 automaker
 autoworker
 avant garde
 avatar
 awe inspiring (um)
 awhile (adv)
 ■ while (n)
 ax
 axis, axes
 axo (cf)
 all one word

Baathist
 baby boomer
 babyface
 babysit
 bachelor's degree
 backache
 backbencher
 backbite (v)
 backbone
 backbreaker
 back-brief (v)
 back burner
 back channel (n)
 back-channel (adj, v)
 back-country (um)
 backdate
 backdoor (adj)
 backdown (adj, n)
 backdrop
 backface
 backfill
 backfire
 backfit
 backflow
 background
 backhand
 backhoe
 back-in (adj, n)
 backlash
 backlist (v)
 backlog
 backpacker
 backpay
 backpayment
 backpedal (v)
 backrest
 backroom (adj)
 backroad (adj)
 backscatter
 backseat
 backslide
 backspace
 backspin
 backstage
 backstop
 backstory
 backstroke
 backswept
 backswing
 backtalk

backtrack
 backtrail
 backup (adj, n)
 back up (v)
 backwall
 backward
 backwash
 backwater
 backyard
 bagful
 baggage room
 bagpipe
 bag shaped (um)
 Bailey bridge
 bailout (adj, n)
 bail out (v)
 balance of payments (adj)
 baldfaced
 Balkanize
 Balkanization
 ball bearing
 ballistic missile (adj, n)
 ballistic missile
 early warning (um)
 ball like
 ballpark
 ballplayer
 ballpoint (adj, n)
 ballot box
 bandanna
 bandsaw
 bandstand
 bandwagon
 bandwidth
 bangup (adj, n)
 banknote
 bankside (stream)
 bantamweight
 bareback
 barebones
 barefaced
 barefoot
 barehanded
 bargainer
 bark (ship)
 barnstormer
 barreled, ing
 barrel roll (v)
 barrel shaped (um)
 bartender
 baseball

baseball bat
 base camp
 baseline
 base line (surveying)
 baseplate
 basi (cf)
 all one word
 basis, bases
 basketball
 bas relief
 bastille
 bathrobe
 bathroom
 bathtub
 bathyscaph
 battalion
 battalion sized (um)
 battleax
 battlefield
 battleground
 battle group
 battleline
 battle management
 battle scarred (um)
 battleship
 battlespace
 battle tested (um)
 battlewagon
 battle weary (um)
 batwing
 bazaar
 bazaari
 beachhead
 beadroll
 beamwidth
 beanbag
 beanpole
 bean shaped (um)
 bedchamber
 bed check
 bedclothes
 bedcover
 bed down (um)
 bedframe
 Bedouin
 bedpan
 bedpost
 bed rest
 bedridden
 bedrock
 bedsheet

bedside
 bedsore
 beekeeper
 beeswax
 beetle browed (um)
 beforehand
 before mentioned (um)
 before named (um)
 bell bottomed (um)
 bellringer
 bellwether
 bellyache
 below grade (um)
 below ground (um)
 below market (um)
 belt driven (um)
 belt tightening
 benchmark (nonliteral)
 bench mark
 (surveying)
 benchwarmer
 benefited, ing
 benzo (cf)
 all one word
 best man
 bestseller
 beveled, ing
 beyond visual range (um)
 bi (pref)
 bicentennial
 bifocal
 bi iliac
 rest one word
 biased, ing
 big data
 bigmouthed
 big power (adj)
 big shot
 big ticket (adj)
 billfold
 billhook
 bio (cf)
 bio osmosis
 rest one word
 bird's eye (adj)
 birdshot
 birdwatcher
 birdwatching
 birthday
 birthmark
 birthplace

birthrate
 birthright
 bitmap
 bitstock
 bitstream
 bittersweet
 blackball (nonliteral)
 black eyed (um)
 blackface
 blackguard
 blackjack
 blacklist
 blackmail
 black market (adj. n)
 black market (v)
 black marketeer
 blackout (adj. n)
 blacktop
 blase
 blasthole
 blastmark
 blastproof
 bleary eyed (um)
 blight resistant (um)
 blind bomb (v)
 blind flying (um)
 blindfold
 blindspot
 blitzkrieg
 bloc (group)
 block (grants)
 blockbuster
 blog
 blood alcohol (um)
 bloodbath
 bloodborne
 bloodcurdling
 blood drenched (um)
 blood giving (um)
 bloodhound
 bloodletting
 blood pressure
 blood red (um)
 bloodshed
 bloodshot
 bloodstain
 bloodstock
 bloodstream
 bloodsucker
 bloodthirsty
 bloody nosed (um)

blowback (adj. n)
 blowby (adj. n)
 blowdown (adj. n)
 blowgun
 blowhard (adj. n)
 blowhole
 blowoff (adj. n)
 blowout (adj. n)
 blow out (v)
 blowpipe
 blowtorch
 blowup (adj. n)
 blow up (v)
 blueblood
 bluecoat (n)
 blue collar (nonliteral) (adj)
 blue eyed (um)
 bluegrass
 blue gray (um)
 blue green (um)
 bluejacket
 bluenose
 blue pencil (adj. v)
 blueprint
 blue ribbon (nonliteral)(adj)
 bluestreak (nonliteral)
 bluewater
 blunderbuss
 blunt edged (um)
 blunt spoken (um)
 boardwalk
 boatbuilder
 boatcrew
 boathook
 boathouse
 boatload
 boatswain
 boatwright
 boatyard
 bobcat
 bobsled
 bodybuilder
 bodyguard
 bohemian
 boildown (adj. n)
 boil down (v)
 boilerplate
 boldface
 boltcutter
 bolthead
 bolthole

bomb bay
 bomb blast
 bombdrop
 bombload
 bombmaker
 bombmaking
 bombproof
 bombshell
 bombsight (device)
 bomb site (location)
 bombthrower
 bomb throwing (um)
 bona fides (n. singular and plural)
 bone dry (um)
 bone hard (um)
 bonemeal
 bone white (um)
 boobytrap, ped. ping
 bookbinder
 bookcase
 bookkeeping
 book lined (um)
 booklist
 booklover
 bookmark
 bookmobile
 bookseller
 bookshelf
 bookstall
 bookstand
 bookstore
 book taught (adj)
 boomtown
 boondoggle
 bootblack
 boot camp
 bootlace
 bootleg
 bootstrap
 border crossing (um)
 borderland
 borderline
 borehole
 boresafe
 boresight
 born (birth)
 borne (carried)
 born again (n, um)
 bottle fed (um)
 bottleneck
 bottle nosed (um)

bottom land
 bottom line (adj)
 bottom up (um)
 bouillon (soup)
 bullion (metal)
 boulder
 bowie knife
 bowknot
 bowlegged
 bowsprit
 bowstring
 boxcar
 boxlike
 brachio (cf)
 all one word
 brachy (cf)
 all one word
 braille
 brainchild
 brainstorm
 brain trust
 brainwash
 brakedrum
 brassworks
 breach (gap)
 breach (lower part)
 bread and butter (adj)
 breadbasket
 breadcrumb
 breadfruit
 breadwinner
 breakaway (adj. n)
 breakbulk
 breakdown (adj. n)
 break down (v)
 break even (um)
 breakfront
 break in (adj. n)
 break in (v)
 breakneck
 breakoff (adj. n)
 breakout (adj. n)
 break out (v)
 breakpoint
 breakthrough
 breakup (adj. n)
 break up (v)
 breastbone
 breastplate
 breathtaking
 breechblock

breechloader
 breech loading (um)
 breechlock
 bribe free (um)
 bribegiver
 bribetaker
 bric a brac
 brick built (um)
 brick colored (um)
 bricklayer
 brick red (um)
 bridgebuilder
 bridgehead
 bridgeway
 bridgework
 briefcase
 brier
 brigade centric (adj)
 bright colored (um)
 bright eyed (um)
 brilliant cut (um)
 brilliant green (um)
 brinkmanship
 broadacre
 broad area (um)
 broadax
 broadband (adj. n)
 broad based (um)
 broad beamed (um)
 broadcast
 broadcloth
 broad gauge (adj. n)
 broadleaf (n)
 broad leaved (um)
 broadleg (adj. n)
 broadloom
 broadminded
 broadside
 broadsword
 broken down (um)
 broken legged (um)
 broncho (cf)
 all one word
 bronze clad (um)
 broomstick
 brotherhood
 brother in law
 browbeat
 brown bag (adj. n)
 brown eyed (um)
 brownout (adj. n)

brush holder
 brushoff (adj. n)
 bucketful
 bucket shaped (um)
 bucksaw
 buckshot
 bugbite
 buildingways (singular and plural)
 building block (adj)
 buildup (adj. n)
 build up (v)
 buildout (adj. n)
 built in (um)
 built up (um)
 bulkhead
 bulldog
 bulldoze
 bulletproof
 bullfight
 bullpen
 bullring
 bull's eye (nonliteral)
 bullwhip
 bunghole
 bureau, bureaus
 burdensharing
 burned
 burned out (um)
 burned up (um)
 burn in (adj. n)
 burnout (adj. n)
 burn through (adj. n)
 burnup (adj. n)
 bus, bused, buses,
 busing
 busdriver
 but schoolbus driver
 busfare
 bushwhacker
 businesslike
 busline
 busload
 busybody
 busywork
 butter yellow (um)
 buttndown (adj. n)
 buttonhole
 buttonhook
 butt weld (v)
 buyback (adj. n)
 buy in (adj. n)

buy out (adj, n)
 buzzword
 by (cf)
 by and by
 byelection
 bylaw
 bypass
 byproduct
 by the way (n, um)
 by your leave (n, um)
 rest one word

cabana
 cabdriver
 cabfare
 cable laid (um)
 cab owner

cabstand
 caco (cf)
 all one word
 cactus, cactuses
 cafe
 caffeine
 caique
 calci (cf)
 all one word
 caldron
 caliber
 caliper
 caliph
 caliphate
 calk
 callback (adj, n)
 call back (v)
 call in (adj, n)
 call off (adj, n)
 callous
 callout (adj, n)
 call over (adj, n)
 call sign
 callup (adj, n)
 call up (v)
 camelback
 camel's hair (um)
 campfire
 campground
 camshaft
 canalside
 canape

canceled, ing
 cancellation
 candlelit
 candlestick
 candlewick
 can do (um)
 candor
 cane backed (um)
 canebrake
 canister
 cannonball
 cannot
 canvas (cloth)
 canvass (solicit)
 canvas covered (um)
 capful
 capital (city)
 capitol (building)
 capital intensive (um)
 capscrew
 carabao (singular and plural)
 carat (gem weight)
 caret (omission mark)
 carbarn
 car bomb (adj)
 car bomb (n)
 car bomb, ing (v)
 carbureted, ing
 carburetor
 carcino (cf)
 all one word
 cardboard
 cardio (cf)
 cardio aortic
 rest one word
 cardplayer
 cardsharp
 cardstock
 carefree
 caretaker
 careworn
 carfare
 car ferry
 carjack
 carload
 cargo(es)
 cargo handling (um)
 carhop
 caroled, ing
 carotene
 carpetbagger
 carpet covered (um)

carpetweaver
 carpet weaving (um)
 carpool
 carport
 carrier based (um)
 carrierborne
 carryall (adj, n)
 carryback (adj, n)
 carry in (adj, n)
 carry on (adj, n)
 carryout (adj, n)
 carryover (adj, n)
 carry over (v)
 carsick
 carte blanche
 cartwheel
 carwash
 case by case (um)
 caseworker
 cash and carry (adj)
 cash flow (adj)
 cashier's check
 castaway (n, um)
 caster (roller)
 castor (oil)
 cast by (um)
 castout (n, um)
 Castroite views (etc)
 casual (unimportant)
 causal (cause)
 catalog, ed, ing
 catchall
 catchphrase
 catchup (adj, n)
 catch up (v)
 catchword
 catercorner
 caterwauling
 catgut
 cation
 cat o'nine tails
 cat's eye (nonliteral)
 cat's paw (nonliteral)
 cattle breeder
 cattle raising (um)
 cattle ranch
 catwalk
 caudillo
 cause celebre,
 causes celebres
 causeway
 cavedweller

cave dwelling (um)	charge coupled (um)	chiseled, ing
cave in (adj, n)	chargé d'affaires.	chitchat
caviled, er. ing	chargés d'affaires	chloro (cf)
cease fire (adj, n)	chargeout (adj, n)	chlorophyll
cease fire (v)	chartroom	<i>rest one word</i>
cell phone	chassis (singular and plural)	chockablock
cement covered (um)	château	chock full (adj)
cementmaking	chat room	chocolate brown (um)
census taker	cheapskate	chokepoint
census taking (um)	checkbook	chole (cf)
center field	checkbox	<i>all one word</i>
center left	check clearing	chopstick
centerline	check in (adj, n)	chromo (cf)
centermost	check in (v)	<i>all one word</i>
centerpiece	checklist	chrono (cf)
centerpole	checkmark	<i>all one word</i>
center right	checkoff (adj, n)	chuckwagon
centi (cf)	checkout (adj, n)	churchgoer
centimeter gram second	check out (v)	cigarette
<i>rest one word</i>	checkpoint	cigar shaped (um)
centri (cf)	checkpost	cine (cf)
<i>all one word</i>	checksheets	<i>all one word</i>
centro (cf)	checkup (adj, n)	circa
<i>all one word</i>	check up (v)	circuit breaker
cephalo (cf)	check valve	circum (pref)
<i>all one word</i>	cheekbone	circumarctic
cerebro (cf)	chemical weapons free (um)	circumpacific
cerebro ocular	chemico (cf)	<i>rest one word</i>
<i>rest one word</i>	<i>all one word</i>	cirro (cf)
cesarean	chemo (cf)	<i>all one word</i>
cesspit	<i>all one word</i>	cis (pref)
cesspool	cherrypick (v)	cisalpine
chain driven (um)	chickenfeed	cisatlantic
chain link	chickenpox	<i>rest one word</i>
chain of command	chicken yard	city born (um)
chainsmoke (v)	chief justice	city bred (um)
chainsmoker (n)	chief justiceship	city dweller
chairman	chief mate	cityfolk
chairperson	chief of staff	cityscape
chair shaped (um)	chiefs of staff	citywide
chairwoman	childbearing	civil defense (adj, n)
chalkboard	childbirth	civil society (adj, n)
chalk white (um)	child care	clambake
chancellery	childhood	clamor
chancellor	childlike	clampdown (adj, n)
changeable	chill cast (um, v)	clamshell
changeover (adj, n)	china shop	class conscious (um)
change over (v)	chin high (um)	claw footed (um)
channeled, ing	chinstrap	clawhammer
chaperon	chiro (cf)	claybank
charcoal	<i>all one word</i>	clay colored (um)

claymore
 claypit
 clayworks
 clean cut (um)
 cleanhanded
 cleanout (adj. n)
 clean room
 clean shaved (um)
 clean smelling (um)
 cleanup (adj. n)
 clean up (v)
 clear cut (distinct)
 clearcut (forestry) (n. v)
 clear eyed (um)
 clearheaded
 clearinghouse
 clear sighted (um)
 clearup (n)
 clear up (v)
 clew (nautical)
 clue (other)
 cliche
 cliffdweller
 cliff dwelling (um)
 cliffhanger
 cliffside
 clifftop
 clip art
 cloak and dagger (adj. n)
 clockface
 clockwatcher
 clockwise
 close air support
 close connected (um)
 close cut (um)
 closed circuit (adj)
 closed door (um)
 closedown (n)
 closed shop
 closefisted
 close hold (adj)
 close in (um)
 close knit
 closeminded
 closemouthed
 closeout (adj. n)
 close out (v)
 close quarters (um)
 closeup (n. um)
 close up (v)
 cloth backed (um)
 clotheshorse

clothesline
 clothespin
 cloudbase
 cloudburst
 cloudcap
 cloud hidden (um)
 cloverleaf
 cloud cover
 cloud covered (um)
 clubfoot
 club shaped (um)
 co (pref)
 coauthor
 cochair
 cohost
 co op
 cooperate
 co opt
 co optation
 co orbital
 co owner
 coproduction
 rest one word
 coal black (um)
 coalboat
 coal car
 coalfield
 coal fired (um)
 coal gas
 coalition (generic)
 Coalition (specific
 U.S. led alliance)
 coal laden (um)
 coal loader
 coal mine
 coal miner
 coal mining (um)
 coalpit
 coal slurry (um)
 coast guard
 coastline
 coastside
 coathanger
 coatrack
 coattails
 cobweb
 coca grower
 coca growing (um)
 cocaine
 cockeyed
 cockfight
 cockpit

cocksure
 cock tailed (um)
 coconut
 codename
 codenamed
 codeword
 coffeekick
 coffee colored (um)
 coffeegrower
 coffee growing (um)
 coffeehouse
 coffeepot
 cofferdam
 cogwheel
 coin operated (um)
 coke oven
 coldblooded
 coldbloodedness
 cold chisel (v)
 coldcuts
 cold flow (v)
 cold forge (v)
 cold hammer (v)
 cold hammered (um)
 coldpack
 cold press (v)
 cold roll (v)
 cold rolled (um)
 cold shoulder (v)
 Cold War
 cold work (v)
 coli (cf)
 all one word
 collarbone
 collateral
 colocated
 colo (cf)
 all one word
 colorblind
 colorblindness
 color code (v)
 colorfast
 combatant
 combat arms
 combat capable (um)
 combated. ing
 combat ready (um)
 combat support (adj. n)
 combined arms (adj)
 comeback (adj. n)
 come between (n)
 comedown (n)

come off (adj. n)
 come on (adj. n)
 come out (n)
 comeuppance
 command and control
 commander in chief
 commando(s)
 command post
 commandwide
 commingle
 commit, ted, ting
 common law
 commonplace
 common sense
 commonweal
 commonwealth
 communicate
 communitywide
 companionship
 companywide
 compel, led, ling
 compendium,
 compendiums
 condominium,
 condominiums
 cone shaped (um)
 conference room
 confidant (masculine
 and feminine)
 confident (sure)
 confidence and
 security building (um)
 confidence building (um)
 confirmer
 confrere
 congressman at large
 conjurer
 connector
 consignor
 consomme
 consortium, consortiums
 consulter
 container ship
 contra (pref)
 contra acting
 contradictor
 contraindicate
 contra ion
 rest one word
 control, lable, led, ling
 converter

conveyor
 cookoff (adj. n)
 cookout (adj. n)
 cookstove
 coolheaded
 cooped up (um)
 copilot
 copout (n)
 cop out (v)
 copper bottomed (um)
 copper colored (um)
 copperhead
 copper mine
 copper miner
 copperplate
 copper plated (um)
 copperworker
 copperworks
 copycat
 copydesk
 copyedit
 copyreader
 copyright
 coral red (um)
 cork lined (um)
 corkscrew
 corncob
 cornerpost
 corn fed (um)
 corn growing (um)
 cornhusk
 cornmeal
 cornstarch
 corpsmember
 corral, led, ling
 cost effective (adj)
 cost effectiveness
 costo (cf)
 all one word
 cost of living (um)
 cost saving (um)
 cotton growing (um)
 cotton mill
 cottonmouth (snake)
 cottonseed
 coulee
 councilor (of council)
 counselor (adviser)
 counseled, ing
 countdown (adj. n)
 counter (cf)

counteract
 counterattack
 counter checking (banking)
 counter countermeasures
 counterintelligence
 counter off
 counternarcotics
 but counter narcotics
 trafficking efforts
 counterpropaganda
 counterrebel
 counterregime
 counter septum
 counterterrorism
 but counter
 terrorism finance
 efforts (etc)
 rest one word
 country born (um)
 country bred (um)
 countryside
 country western
 countrywide
 coup de grace, coups de grace
 coup d'etat, coups d'etat
 coupe
 coursework
 court martial
 courtship
 cousin in law
 coveralls
 covername
 cover term
 coverup (adj. n)
 cover up (v)
 cowcatcher
 cowhand
 cowherd
 cowhide
 cowpath
 cowpen
 cozy
 crackdown (adj. n)
 crack down (v)
 crackup (adj. n)
 craneway
 cranio (cf)
 all one word
 crankcase
 crank driven (um)
 crankshaft

crash land (v)
 crash landing (n)
 crawfish
 cream colored (um)
 credit card
 creditworthiness
 creekbed
 creekside
 crestfallen
 crewcut
 crewmember
 crew served (um)
 crew station
 crew training
 crimefighter
 crimewave
 crisis, crises
 crisscross
 criterion, criteria
 critique
 crook (cf)
 all one word
 crop index
 crop year
 cross appeal
 crossarm
 cross baffle
 crossband
 crossbar
 crossbeam
 crossbones
 cross border
 cross brace
 crossbred
 cross bridge (v)
 cross channel
 cross check
 cross claim
 cross compound (v)
 cross connect
 cross country (adj)
 cross cultivate (v)
 crosscurrent
 crosscut, ting
 cross echelon
 cross examination
 cross examine
 cross eyed (adj)
 crossfeed
 cross fertile (um)
 cross fertilize (v)
 crossfire

crossflow
 cross grained (um)
 crosshair
 crosshatch
 cross immunity
 cross index (um)
 cross interrogate (v)
 crosslegged
 cross level (v)
 cross license (v)
 crossmark
 crossmember
 cross national (adj)
 crossover (adj, n)
 crosspath
 cross pollinate (v)
 cross pressure
 cross purpose (n)
 cross question
 crossrange
 cross reaction
 cross refer (v)
 cross reference
 crossroad
 cross section
 cross sectional (um)
 cross service
 cross stone
 cross sue (v)
 crosstalk
 cross target
 crosstie
 crosstown
 crosstrack
 cross train
 crossunder (adj, n)
 cross vote
 crosswalk
 crosswind
 crosswise
 crossword
 crowbar
 crowd control
 crow's foot (nonliteral)
 crow's nest (nonliteral)
 cruise missile
 cryptanalysis
 crypto (cf)
 crypto Christian (etc)
 rest one word
 crystal clear (um)
 crystalline

crystallize
 cubbyhole
 cudged, ing
 cum laude
 cumulo (cf)
 all one word
 cupful
 curbside
 cure all (adj, n)
 current account (adj, n)
 curriculum, curriculums
 curveball
 custom built (um)
 custom made (um)
 custom tailored (um)
 cut and fill (adj, n)
 cutaway
 cutback (n)
 cut back (v)
 cutglass
 cut in (n)
 cutoff (n, um)
 cutout (n, um)
 cutover (adj)
 cutrate (adj)
 cutthroat
 cutting edge (um)
 cut under (um)
 cut up (n, um)
 cyano (cf)
 all one word
 cyber activist
 cyberactivity
 cyberactor
 cyber adversary
 cyberanalysis
 cyber analyst
 cyberanalytic
 cyber arena
 cyberattack
 cyberattack signature
 development (etc)
 cyber authority
 cyber battlefield
 cybercafe
 cyber campaign
 cyber capability
 cyberchallenge
 cyber coalition
 cyber cognitive
 analytic tools
 cyber collection

cyber command
 cybercommunication
 cyber community
 cyber components
 cyber concern
 cyberconflict
 cybercrime
 cybercriminals
 cyber customer
 cyberdata
 cyberdefense
 cyber deterrence
 cyber doctrine
 cyber domain
 cyberdominance
 cyber economy
 cyber effort
 cyber element
 cyber emir
 cyber enterprise
 cyber entity
 cyber environment
 cyber espionage
 cyber event
 cyber expert
 cyber exploitation
 cyber firm
 cyber force
 cyber fraud
 cyber fusion
 cyber geographics
 cyber geolocation
 cyber hardware
 cyber hostilities
 cyber implications
 cyber incident
 cyber indications and warning
 cyber information
 (information in the cyber realm)
 cyber information
 (information about the
 cyber infrastructure)
 cyber information assurance
 cyber infrastructure
 cyber initiative
 cyber intelligence
 cyber intrusion
 cyber investment
 cyberism
 cyber issue
 cyberland

cyber law
 cyber means
 cyber mercenaries
 cyber mission
 cyber modeling
 cyber national
 signatures
 cyber national strategy
 cyber network
 cyber offensive and
 defensive operations
 cyber operation
 cyber operator
 cyber order of battle
 cyber organization
 cyber pact
 cyber penetration
 cyber plan
 cyber platform
 cyber police
 cyber policy
 cyber position
 cyber posture
 cyber power
 cyber production
 cyber proficient foreign
 actors (etc)
 cyber program
 cyber realm
 cyber reconnaissance
 cyber related data (etc)
 cyber requirement
 cyber research and
 development
 cyber resources
 cyber role
 cyber sabotage
 cyber safeguard
 cyber security
 cyber service
 cyber signature
 cyber situational
 awareness
 cyber skills
 cyber solution
 cyberspace
 cyber staff
 cyber strategy
 cyber support
 cybersystem
 cyber target

cyber tactics,
 techniques, and
 procedures
 cyber team
 cyber technique
 cyber technology
 cyber terminology
 cyber terrorism
 cyber threat
 cyber tool
 cyber toolkit
 cyber training
 cyber unit
 cyber visualization
 cyber vulnerability
 cyber war
 cyber warfare
 cyber weapon
 cyber word
 cyber world
 cyber year
 cyclo (cf)
 all one word
 cysto (cf)
 all one word
 cyto (cf)
 all one word
 czar

 dairy farm
 damping off (n, um)
 dam site
 dance hall
 danger line
 dare devil
 daresay
 dark eyed (um)
 dark horse (nonliteral)
 data bank
 database
 data flow
 data link
 data mine (v)
 data mining (um)
 data mining (n)
 data point
 data print
 data processing (um)
 data set
 dateline

date stamp (n)
 date stamp (adj, v)
 datum (rarely used), data
 daughter in law
 daybed
 daybreak
 day care
 daydream
 day fly (aviation) (v)
 day flying (um)
 daylit
 daylong
 day school
 day shift
 daytime
 day to day (um)
 dayworker
 D day
 D day plus 4
 de (pref)
 deactivate
 de air
 decentralize
 deconflict
 deenergize
 deescalate
 degaussing
 deice
 de ion
 derail
 rest one word
 deadbeat (n)
 deaddrop (nonliteral)
 dead end
 deadeye (n)
 deadfall
 deadhead
 dead heat
 dead in the water (um)
 deadline
 dead load
 deadlock
 deadweight (adj, n)
 deadwood
 deaf mute
 deathbed
 deathblow
 deathlike
 death rate
 deathtrap
 deathwatch
 debacle

debarkation
 debris
 debt service
 debut
 decadelong
 decades long
 decisionmakers
 but policy and
 decision makers
 decisionmaking
 deckhand
 deep cut (um)
 deep dive (um)
 deep felt (um)
 deep freeze (um, v)
 deep frying (um)
 deepgoing
 deep laid (um)
 deep rooted (um)
 deep sea (adj)
 deep seated (um)
 deep set (um)
 deep space (adj)
 deep strike (um)
 deep underground (um)
 deep voiced (um)
 deepwater (um)
 de facto
 defense
 defense industrial
 defuse
 degrees Celsius
 degrees Fahrenheit
 dehydr(o) (cf)
 all one word
 déjà vu
 dejure
 démarche (n)
 deliverer
 demagogue
 demarcation
 demi (pref)
 demi Christian (etc)
 demi incognito
 rest one word
 demonstrator
 denial of service (um)
 denouement
 dependent
 depot
 depth charge

dermat(o) (cf)
 all one word
 descendant (adj, n)
 desecrater
 desert bred (um)
 desktop
 détente
 deter, red, ring
 deterrence
 deterrent
 detractor
 deuter(o) (cf)
 all one word
 develop, ed, ing, ment
 developing country (um)
 devilry
 devotee
 dewclaw
 dewlap
 dewpoint
 dextro (cf)
 all one word
 dextrous
 di (pref)
 all one word
 dia (pref)
 all one word
 diagrammed, ming
 diagrammatic
 dialed, ing
 dialog box
 dialogue (discussion)
 dial up (adj, n)
 diamondback
 diamond backed (um)
 diamond shaped (um)
 diaphragm
 diazo (cf)
 diazo oxide
 rest one word
 die away (um)
 dieback
 diecast (adj, v)
 die cut (adj, v)
 diehard (adj, n)
 diesel driven (um)
 diesel electric
 diesel engine
 diesel powered (um)
 diffuser
 dike
 dimlit

dimout (adj, n)	dog tired (um)	downflow
dingbat	do little (adj, n)	downgrade
dining room	domestically produced	downgradient
dinitro (cf)	do nothing (adj, n)	downgrowth
dinitro spray	doomsday	downhill
<i>rest one word</i>	doorbell	down link
dipstick	doorframe	download
direct connected (um)	doorjamb	downlock (n)
directed energy (adj)	doorknob	downlook
direct indirect	doormat	downpayment
direction finding (um)	doorstop	downplay
dirt cheap (um)	Doppler effect	downpour
dirt encrusted (um)	dorsi (cf)	downrange
dirty work	<i>all one word</i>	downright
dis (pref)	dorso (cf)	downriver
<i>all one word</i>	dorso occipital	downrush
disaster relief	<i>rest one word</i>	downside
discreet (prudent)	dot com (adj, n)	downsize
discrete (distinct)	double agent (adj)	downslope
dishcloth	double barreled (um)	downspout
disheveled, ing	double breasted (um)	downstairs
dishwasher	double charge (v)	downstream
disk	doublecheck (n, v)	downstroke
diskjockey	doublechecked (adj)	downswing
disk shaped (um)	double click	downtime
dispatch	double count (v)	down to earth
dispel, led, ing	doublecross (nonliteral)	downtown
distill, ed, ing, ment	doubled, ing (v)	downtrend
distributor	double decker	downtrodden
districtwide	double duty (adj)	downturn
ditchdigger	double edged (um)	downward
dive bomb (v)	double entendre	downwind
diverter	doubleheader	draft age
division level (um)	double jointed	draftage (allowance)
do all (adj, n)	double play	draft exempt (um)
dockhand	double quick (um)	dragnet
dockside	double space	drainpipe
dockworker	doubletalk	drawback
doctorate	double time	drawbridge
doctor's degree	double track (adj, v)	drawdown (adj, n)
dog bitten (um)	doubletree	draw down (v)
dogcatcher	double up (um, v)	drawgear
dog ear (v)	doweled, ing	drawing board
dog eared (adj)	downbeat	drawing room
dogfight	downcast	drawn out (um)
dogfood	down covered (um)	drawoff (adj, n)
dogleg	downcut	drawout (adj, n)
dogma, dogmas	downdraft	drawspan
do gooder	down echelon (adj)	drawstring
dogsled	downfall	dreamed
dog tag	downfield	dressng room

dressup (adj. n)
 driftmeter
 drift mining (um)
 drill down
 drill like
 drinking water
 drip dry (um, v)
 driveway (adj. n)
 drive by (adj. n)
 drive by (v)
 drive in (adj. n)
 drive shaft
 drive through (adj. n)
 drive up (adj)
 dropaway (adj. n)
 drop down (adj)
 dropkick
 dropleaf (adj. n)
 dropleg
 dropoff (adj. n)
 drop off (v)
 dropout (adj. n)
 drop out (v)
 drop text
 drought
 droughtlike
 drought stricken (um)
 drug addicted (um)
 drugpusher
 drug trafficker
 drug trafficking
 drumbeat
 drumhead
 drumstick
 drum up (adj. n)
 dryclean
 drycleaning
 dry cure (v)
 drydock
 dry farm (v)
 dry packed (um, v)
 dry rot
 dry rotted (um)
 dry salt (v)
 dry season (adj)
 drywash
 dual gauge (um)
 dual hatted (adj)
 dual purpose (um)
 dual track (um)
 dual use (um)

duck billed (um)
 duckblind
 duckpond
 due date
 due in (n, um)
 dueled, ing
 dueout (n, um)
 dues paying (um)
 duffelbag
 dug in (um)
 dugout (n)
 dug up (um)
 dull edged (um)
 dull looking (um)
 dullness
 dumbbell
 dumbwaiter
 dumbfound
 dumpsite
 duo (cf)
all one word
 dustbin
 dustcloth
 dust covered (um)
 dustpan
 duststorm
 dutybound
 duty free (um)
 dwelt
 dyeing (coloring)
 dying (death)
 dys (pref)
all one word

 earache
 earbud
 eardrum
 earflap
 earful
 early 1960s vintage
 (adj) (etc)
 early June (etc) (um)
 early model (adj)
 early or mid March (etc)
 early to mid March
 figures (etc)
 early warning (adj. n)
 earmark
 earphone
 ear piercing (um)

earplug
 earring
 earshot
 earsplitting
 earthfill
 earthmover
 earthmoving
 earthquake
 earth shaking (um)
 earthwall
 east central (um)
 East European (um)
 Eastern Europe (n)
 easternmost
 eastgoing
 east northeast
 east southeast
 eastward
 easygoing
 eavesdrop
 Ebola
 edge plane
 edgewise
 editor in chief
 eggbeater
 egg shaped (um)
 eggshell
 eightfold
 eight ply (um)
 eight wheeler
 elan
 elbowroom
 electro (cf)
 electrochemical
 electromagnetic
 electro optical
 electro osmosis
 electro ultrafiltration
rest one word
 elicited, ing
 elite
 ellipsis, ellipses
 email
 embargo(es)
 embarrass
 embed
 embellish
 embryo (cf)
all one word
 emigrant (go from)
 immigrant (go into)

émigré
 emir
 emptyhanded
 enameled, ing
 encase
 encephalo (cf)
all one word
 enclose
 enclosure
 encumber
 encumbrance
 end all (adj. n)
 end game
 end item (um)
 endmost
 endnote
 endo (cf)
all one word
 endorse, ment
 endpoint
 end stage (um)
 end state (um)
 end strength (um)
 end use (um)
 end user
 endwise
 energy sector (um)
 enforce, ment
 engine driven (um)
 engine driver
 enginehouse
 engineroom
 engine shop
 engine yard
 English language (etc) (um)
 ennui
 en rapport
 enroll, ed, ing, ment
 en route
 ensnare
 entero (cf)
all one word
 entree
 entrench
 entrepôt
 entrust
 envelop, ed, ing
 envelope (n)
 epi (pref)
 epilogue
rest one word

equaled, ing
 equal rights (adj. n)
 equi (cf)
 equi gram molar
rest one word
 equilibrium, equilibriums
 equip, ped, ping
 erratum, errata
 erythro (cf)
all one word
 escapable
 esprit de corps
 esthetic
 ethno (cf)
all one word
 ethnic Uzbek (etc) (adj. n)
 Euro (cf)
 Euroatlantic
 Eurocommunism
 Euroloan
 Eurozone
 but euro (currency)
all one word
 evacuee
 evenhanded
 even numbered (um)
 even tempered (adj)
 eventide
 ever changing (um)
 ever constant (um)
 ever growing (um)
 everglade
 evergreen
 everlasting
 evermore
 ever present (um)
 ever ready (um)
 every day (each day)
 everyday (ordinary)
 everyone (all)
 every one (distributive)
 every time
 evildoer
 ex cathedra
 excel, -led, -ling
 excommunicate
 exemplar
 exhibitor
 ex libris (singular and plural)
 ex officio
 exoatmosphere

exoatmospheric
 ex parte
 expel, led, ling
 exposé
 ex post facto
 ex FARC (etc)
 ex president (etc)
 ex servicemember (etc)
 extoll, ed, ing
 extra
 extra American
 extra condensed (um)
 extraconstitutional
 extracurricular
 extra fine (um)
 extrahazardous
 extrajudicial
 extra large (um)
 extralegal
 extra long (um)
 extramural
 extraordinary
 extra strong (um)
 extraterritorial
 extravascular
*for extra (outside),
 generally do not hyphenate;
 for extra (more), use hyphen*
 eyeball
 eyebank
 eyebolt
 eyebrow
 eye catching (um)
 eyeglasses
 eyehole
 eyelash
 eyelid
 eye opener
 eye opening (um)
 eyeshade
 eyesight
 eyesore
 eyestrain
 eyetooth
 eyewash
 eyewitness
 eying

facade	farmland	ferro (cf)
facecloth	farmstead	ferro carbon titanium
facedown (adj, n)	farmworkers	ferro uranium
face-on (adj, n)	far off (um)	rest one word
face-off (adj, n)	far reaching (um)	fete
faceplate	far right (adj)	fetish
face-saving (um)	far rightist (um)	fever stricken (um)
face-to-face (um)	farseeing	fiber
faceup (adj, n)	far set (um)	fiberboard
factbook	farsighted	fiberglass
fact-check (v)	farther (distance)	fiber optic (adj)
fact checking (n)	further (degree)	fiber optics (n)
factfinding	fastback	fibro (cf)
factsheet	fast breaking (um)	fibro osteoma
fadeaway (adj, n)	fast moving (um)	rest one word
fade-in (adj, n)	fast track (n)	field day
fadeout (adj, n)	fast track (adj, v)	field deploy (v)
fail-safe	fat free (um)	fieldglass
fainthearted	father in law	fieldgoal
fairground	fat soluble (um)	field grade (adj)
fair-haired (um)	fatwa	field grade (n)
fairminded	faultfinding	field launch (v)
fairplay	faultline	fieldpiece
fairytale	faux pas (singular and plural)	field strip (v)
fait accompli, faits accompli	favor	field test (v)
fallback (adj, n)	fax	field training
fall-in (adj, n)	fear free (um)	fierce looking (um)
falloff (n)	fearmongering	fiery tempered (um)
fallout (adj, n)	featherbed	fighter bomber
fallow land	featherweight	fighter interceptor
false-bottomed (um)	fedayee (singular rarely used), fedayeen	fighter pilot
falsehood	fed up (um)	fig leaf
fancy-free (um)	feebleminded	figurehead
fanfare	feedback (n)	figure of eight (um)
fan-jet	feedbag	figure work (printing)
fan-shaped (um)	feedgrain	file clerk
fan-tailed (um)	feedlot	file hard (um)
faraway (n, um)	feedstock	file name
far cry	fellow (cf)	fill in (adj, n)
far-distant (um)	fellowship	fillout (adj, n)
Far East (n)	fellow traveler	fill up (adj, n)
Far Eastern (um)	rest two words	filmgoer
farfetched	felt lined (um)	filmmaker, filmmaking
farflung	felucca	filmstrip
fargone	fence jumper	finback
far-left (adj)	fencepost	fine cut (um, v)
far-leftist (um)	fence sitter	fine drawn (um)
farm-bred (um)	fence sitting (um)	fine featured (um)
farmhand		fine looking (um)
		fine tune (v)
		fine tuning

finger cut (um)	first come, first served	flatback (bookbinding)
fingerprint	firstcomer	flatbed
finger tip	first echelon (adj)	flat bottomed (um)
fin shaped (um)	first ever (um)	flatcar
fiord (as common noun; as part of name, follow Board on Geographic Names)	first generation (adj)	flatfoot
firearm	first half (adj)	flat footed
fireball	firsthand (adj, adv)	flathead
firebase	firstline (adj)	flatiron
firebolt	first made (um)	flatout (n, um)
firebomb	first named (um)	flat rolled (um)
firebrand	first quarter (adj)	flattop
firebreak	first rate (adj)	flat topped (um)
fire burnt (um)	first rater	flatwoods
fire control (adj)	first responder	fleabite
fire control (n)	first stage (adj)	flea bitten (um)
firecracker	fishbone	fledgling
firedamp	fish eye	fleet footed (um)
fire drill (adj, n)	fish fed (um)	fleur de lis
firefight	fishhook	flexitime
firefighter	fish joint (v)	flier
fireguard	fishpond	flightcrew
fire hardened (um)	fishtrap	flight hour
firehose	fistfight	flightline
firepit	fit out, fitting out (v, gerund)	flightpath
fireplace	fitting out (um)	flight test (adj, n)
fireplug	fivefold	flight test, ed. ing
firepower	five ply (um)	flight time
fireproof	five pointed (um)	flip flop
fire red (um)	fixed wing (um)	flip up (adj, n)
fire resistant (um)	flagbearer	floodgate
firesafe	flagpole	floodlamp
fireside	flagpost	floodlight
firestorm	flag raising (um)	floodlighting
fire support (adj)	flagship	flood plain
fire tested (um)	flag signal (v)	floodtide
firetrap	flagstaff	floodwall
firetruck	flak jacket	floodwater
firewall	flame cut (v)	floorboard
firewarden	flameout (n)	floorlamp
firewood	flameproof	floor length
firm footed (um)	flamethrower	floor mat
firm handed (um)	flammable	floor plan
firm set (um)	flareback (adj, n)	floorspace
firm up (adj, n)	flareout (adj, n)	floorwalker
first aid (adj, n)	flareup (adj, n)	flotation
first ballot (adj)	flashback (adj, n)	flour mill
firstborn	flashbulb	floursack
first class (um)	flashcard	flowchart
	flashgun	flowerbed
	flashlamp	flowerpot
	flashpoint	flowmeter

flowoff (adj. n)
 flowsheet
 flowthrough
 fluo (cf)
 all one word
 fluoro (cf)
 all one word
 flush cut (um)
 flush decked (um)
 fluvio (cf)
 all one word
 flyaway
 flyback
 flyball
 flyblown
 fly by night (adj. n)
 flycatcher
 fly fish (v)
 fly fishing
 flying boat
 flying fish
 flyleaf
 flypaper
 flytrap
 flyweight
 flywheel
 focus, focuses
 focused, ing
 fog hidden (um)
 foghorn
 fold in (adj. n)
 foldout
 foldup (adj. n)
 folklore
 folksong
 follow on (adj. n)
 followthrough (adj. n)
 followup (adj. n)
 follow up (v)
 foodborne
 foodgrain
 foodgrower
 food processing (adj)
 foodstore
 foodstuffs
 foolhardy
 foolproof
 foot and mouth (adj)
 football
 footbath
 footbrake

footbridge
 foot candle
 foot dragging
 footfall
 footgear
 foothill
 foothold
 footlocker
 footloose
 footnote (n. v)
 footnoting
 footpad
 footpath
 footplate
 foot pound
 foot pound second
 footprint
 footrace
 footrail
 footrest
 foot second
 foot soldier
 footsore
 footstep
 footstool
 foot trail
 footwalk
 footwall
 for (pref)
 all one word
 forbid, forbade, forbidding
 forced labor
 force on force (adj)
 force projection
 force protection
 forcewide
 fore (cf)
 fore and aft (n. um)
 fore edge
 foresee
 rest one word
 foreign exchange (adj. n)
 forest covered (um)
 forest land
 forestside
 forgettable
 forgo (do without)
 forego (precede)
 foregone conclusion
 forklift
 fork tailed (um)

format, ted, ting
 formfitted
 formula, formulas
 forsake
 forswear, forswore
 forte
 forthcoming
 forthright
 forthwith
 fortuneteller
 forum, forums
 forward (ahead)
 foreword (preface)
 forward deploy (v)
 forward leaning (um)
 forward looking (um)
 foul looking (um)
 foulmouthed
 foulup (adj. n)
 fountainhead
 fourfold
 four footed (um)
 four masted (um)
 four master
 four ply (um)
 fourscore
 foursome
 foursquare
 four star (adj)
 fourth quarter (adj)
 four wheel drive (n)
 four wheel drive (um)
 four wheeled
 foxhole
 foxhound
 foxtailed
 fracto (cf)
 all one word
 frameup (adj. n)
 framework
 Francophile
 Francophone
 freeborn
 freedom fighter
 free enterprise (adj. n)
 free fall
 free for all
 freehand (drawing)
 freehanded
 freehold
 freelance

freelancer	fullback	gaslamp
freelader	full bellied (um)	gaslight
free market (adj. n)	fullblooded	gaslit
free market	fuller's earth	gasline (machine)
oriented (um)	fullface	gas line (queue)
freemasonry	fulfill, ed, ing. ment	gaslock
free port	full fledged	gas main
free spoken (um)	full grown (um)	gas mask
freestanding (um)	full load	gasmeter
freethinker	full speed (adj. adv)	gastro (cf)
freethinking	full strength (adj. adv)	gastro omental
free trade (adj. n)	full time (adj. adv)	rest one word
freeway (highway)	fundraiser	gas well
freewheel (um, v)	fundraising	gasworker
freewheeling	fungus, fungi	gasworks
free will (n)	funneled, ing	gatekeeper
freewill (adj)	funnel shaped (um)	gatepost
freeze dry (v)	fur clad (um)	gauge
freezeout (adj. n)	furcoat	Gaullist policies (etc)
freezeup (adj. n)	fur lined (um)	gauss
freight car	fur trimmed (um)	gearbox
freight room	fuse	gearcase
fresh looking (um)	fuze (mechanical or electrical)	gear driven (um)
fresh painted (um)	fuselage	gear operated (um)
freshwater (adj)	fuseplug	gearshift
fresh water (n)		gearwheel
front end (adj)		gelatin
frontline		gemcutter
front loading (um)	gainsay	gem set (um)
front man	galact(o) (cf)	gemstone
fronto (cf)	all one word	general purpose (adj. n)
fronto occipital	gallbladder	genius, geniuses
fronto orbital	galley proof (printing)	geo (cf)
rest one word	galvano (cf)	geolocation
front page	all one word	geopolitics
frontrunner	gamboled, ing	geotag
frontrunning	game changer	all one word
frontseat	game changing (um)	german silver
front wheel (um)	game plan	germ free (um)
frostbite	gangboss	gerrymander
frost free (um)	gangplank	getaway (adj. n)
frost killed (um)	garrote	getoff (adj. n)
frostline	gasbomb	get together (adj. n)
frostproof	gas driven (um)	getup (adj. n)
fruitcake	gases	ghetto(s)
fruit fly	gasfield	ghostwrite
fruit growing	but oil and gas fields.	ghostwriter
frying pan	natural gas field	gigabyte
fueled, fueling	gas fired (um)	gilt edge (um)
fueler	gas flow (adj)	give and take (adj. n)
fuel line	gas heated (um)	give away (v)
fuel oil		giveaway (adj. n)

glacio (cf)
 all one word
 glamorous
 glamour
 glassblower
 glasscutter
 glassmaking
 glassworks
 glauco (cf)
 all one word
 glidepath
 glideslope
 globetrotting
 glosso (cf)
 all one word
 glove box
 gluc(o) (cf)
 all one word
 glycer(o) (cf)
 all one word
 glyco (cf)
 all one word
 go ahead (adj. n)
 goalpost
 go around (adj. n)
 goatherd
 go back (adj. n)
 go between (n)
 gocart
 godchild
 goddaughter
 godfather
 godless
 godmother
 godparent
 godsend
 godson
 go fast (adj)
 go getter
 go getting (adj. n)
 goings on
 gold filled (um)
 gold inlaid (um)
 goldleaf
 gold mine
 goldplate
 gold plated (um)
 goldsmithing
 goodbye
 good faith (adj)
 good for nothing (n. um)

good natured (um)
 good offices
 good quality (adj)
 goodwill
 go off (adj. n)
 gooseflesh
 gooseneck
 goosepimples
 gossipmonger
 gothic type
 government in exile
 government owned (um)
 governmentwide
 grab all (adj. n)
 grab bag
 grabhook
 grainfield
 gram molecular
 gram negative (um)
 gram positive (um)
 grandchild
 grandfathered
 grandstand
 grandstanding
 grant aid
 grant in aid
 grapeseed
 grapevine
 grapho (cf)
 all one word
 grass covered (um)
 grassroots (nonliteral)
 gravedigger
 graveled, ing
 graveside
 gray
 gray arms
 gray haired (um)
 gray market (um. v)
 grayout (adj. n)
 great aunt
 greatcoat
 Greater London (etc)
 great grandchild (etc)
 great power (adj)
 great uncle
 greenback (adj. n)
 greenbelt (community)
 greenhorn
 greensand (geology)
 greenwood (forest)

green wood (literal)
 greyhound
 gridiron
 ground attack (um)
 ground based (um)
 groundbreaking
 groundburst
 ground controlled
 intercept
 ground crew
 ground effect machine
 ground force(s) (adj. n)
 groundmass
 ground mobile (um)
 ground rules
 ground shock
 groundspeed
 ground station
 ground support
 groundswell
 ground test (adj. n)
 ground test, ing (v)
 ground war
 groundwave
 groundwater
 groundwork
 group connect (v)
 groupthink
 groveled, ing
 grownup (n. um)
 gruesome
 guarantee (n. v)
 guaranty (n) (law)
 guarantor
 guardhouse
 guard post
 guardrail
 guerrilla (warfare)
 guesswork
 guesthouse
 guest worker
 guided missile (adj)
 guideline
 guidepost
 guide rail
 gun barrel (adj)
 gunblast
 guncotton
 guncrew
 gundeck
 gunfight

gunfighting
 gunfire
 gun for hire (um)
 gunlock
 gunmaking
 gun mount
 gunplay
 gunpoint
 gunpowder
 gunrack
 gunrunner
 gunrunning
 gunship
 gunshot
 gun shy (adj)
 gunsight
 gunsmith
 gunstock
 gunwale
 gutless
 gymno (cf)
 all one word
 gyneco (cf)
 all one word
 gypsy
 gyro (cf)
 gyro horizon
 gyro mechanism
 rest one word

 habeas corpus
 habitue
 hacksaw
 hadith
 hailstone
 hailstorm
 hairband
 hairbreadth
 hairbrush
 haircut (n)
 hairdo
 hairdresser
 hairline
 hairpin
 hairsplitting
 hajj(es)
 hajji
 halal
 half and half (n, um)

half afraid
 half alive
 halfback (football)
 half baked (um)
 half bound (um)
 half brother
 half clear
 halfcocked
 half dark
 half day (adj)
 half dozen (adj)
 halfhearted
 half hour
 half hourly (um)
 half life
 half load
 half loaded (um)
 half mast
 half measure
 half mile (adj)
 half miler
 half monthly (um)
 half moon
 half on (adj. n)
 halfpace
 halfpenny
 half ripe (adj)
 half sister
 half speed (adj)
 halfstaff
 half strength (adj)
 halftime
 halftone (printing)
 halftrack
 half true
 half truth
 halfway
 half weekly (um)
 half yearly (um)
 hallmark
 halo(s)
 ham fisted (adj)
 ham handed (adj)
 hamstring
 hamstrung
 hammerhead
 hammerlock
 hammertoe
 handbag
 handball
 handbill

handbook
 hand bound (um)
 handbrake
 hand built (um)
 hand carry (v)
 handcart
 hand carve (v)
 handclap
 handclasp
 hand clean (v)
 hand courier (v)
 handcrank
 handcuff
 hand cut (v)
 hand fed (v)
 handgrenade
 handgrip
 handguard
 handgun
 hand held (um)
 hand high (um)
 handhold
 handicap. ped. ping
 hand in hand (um)
 handkerchief
 hand knit (v)
 handlebar
 hand letter (v)
 handmade
 hand me down (adj. n)
 handmix (v)
 handoff (adj. n)
 hand off (v)
 handout (adj. n)
 hand out (v)
 handover (n)
 handpick (v)
 handpicked
 handprint
 handrail
 handsaw
 hand selected
 handset
 handshake
 hands off (adj)
 hands on (adj)
 handspring
 handspun
 hand stamp (v)
 handstand
 handstitch

hand tailored (um)
 handtool
 hand tooled (um)
 handwoven
 hand wringing
 handwrite (v)
 handwritten
 hangdog
 hang glider
 hangnail
 hangout (adj. n)
 hangup (adj. n)
 happy go lucky
 hara kiri
 harass
 harbormaster
 harborside
 hard and fast
 hard baked (um)
 hard bitten (um)
 hard boiled (um)
 hardcase
 hard charging
 hardcopy
 hardcore
 hardcover
 hard currency (adj. n)
 hard drive (n)
 hard driving (um)
 hardhat
 hardheaded
 hard hit (um)
 hard hitting (um)
 hard line (n)
 hardline (adj)
 hardliner (n)
 hardnose
 hardpan
 hard pressed (um)
 hard set (um)
 hardship
 hardstand
 hard surface (um)
 hardtack
 hard target (adj)
 hardtop (auto)
 hard up
 hardware
 hardwired
 hard won (um)
 hard work

hard working (um)
 has been (n)
 hashmark
 hashtag
 hatband
 hatpin
 hatrack
 haulback (n)
 have not (adj. n)
 haversack
 hawkbill
 hawk nosed (um)
 hawsepipe
 hayloft
 haymarket
 haystack
 haywire
 H bar
 H beam
 H bomb
 headache
 headachy
 headband
 headcloth
 headcount
 headdress
 headfirst
 headgear
 headhunter
 headlamp
 headlight
 headline
 headlock
 headlong
 head of state
 head on (adj. adv)
 headphone
 headquarters
 headrest
 headroom
 headscarf
 headset
 headspace
 headspring
 headstand
 headstart
 headstock
 headstream
 headstrong
 heads up (adj. n)
 headwaiter

headwaters
 headway
 headwind
 health care (adj. n)
 healthful (producing health)
 healthy (in good health)
 heartache
 heartbeat
 heartbreak
 heartburn
 heartfelt
 heartland
 heartsick
 heartstring
 heartthrob
 heat resistant (um)
 heat sensitive (um)
 heatstroke
 heat treating (um)
 heavy duty (um)
 heavyhanded
 heavy lift (adj)
 heavysset
 heavy water (n)
 heavy water (adj)
 heavy water moderated
 heavyweight (adj. n)
 hecto (cf)
all one word
 hedgehog
 hedgehop
 height finding (adj)
 heir apparent
 helicopter borne (um)
 helio (cf)
all one word
 helix, helices
 helpmate
 help page
 helter skelter
 hema (cf)
all one word
 hemi (pref)
all one word
 hemo (cf)
all one word
 hempseed
 henceforth
 henceforward
 hepato (cf)
all one word

hepta (cf) <i>all one word</i>	high priced (um)	hogsty
herculean task (etc)	high proof	hog tie (v)
hereafter	high protein (adj)	hogwash
hereby	high quality (um)	holdall (adj. n)
herefrom	high ranking (um)	holdback (adj. n)
herein	high reaching (um)	hold clear (adj. n)
hereof	high rise	holddown (adj. n)
hereon	highroad	holdfast (adj. n)
hereto	high school (adj. n)	holdoff (adj. n)
heretofore	high seas	holdout (adj. n)
herewith	high speed (um)	holdover (adj. n)
herringbone	high strung (um)	hold time
hetero (cf) <i>all one word</i>	high tech (um)	holdup
hexa (cf) <i>all one word</i>	high technology (um)	holland cloth
H hour	high tension (um)	hollow ground (um)
hiccup	high up (um)	holo (cf) <i>all one word</i>
hide and seek (adj. n)	high value (um)	home baked (um)
hideaway (adj. n)	high water	home base (n)
hidebound	high water mark	home based (v)
hideout (adj. n)	hijack	homebody
hi fi	hijacker	homebred
high altitude (um)	hillside	homebrew
highball	hilltop	homebuilder
highborn	hill tribe	homebuilding
highbred	hindcast	home buyer
highbrow (nonliteral)	hindleg	homecoming
high caliber (um)	hindmost	home fed (um)
high class (um)	hindrance	homefront
high density (um)	hindquarter	homegrown
high energy (um)	hindsight	homeland
high explosive (um)	hipbone	homelife
higher than market (um) (etc)	hip hop (adj. n)	homemade
higher up (n)	hippo (cf) <i>all one word</i>	homeo (cf) <i>all one word</i>
highflier (n)	hipshot	homeowner
highflying (um)	histo (cf) <i>all one word</i>	homepage
high frequency (n)	hit and miss (adj)	homeplate
high frequency (um)	hit and run (adj)	home port (n)
highhanded	hitchhiker	home port (v)
high hat (v)	hit or miss (adj)	home rule
high intensity (um)	Hizballah	homesick
highlander	hoarfrost	homespun
high level (um)	hobbyhorse	homestead
highlight (nonliteral)	hocus pocus	homestretch
high minded (um)	hodgepodge	hometown
high point	hogback	homeward
high power (um)	hognose (machine)	homo (cf) <i>all one word</i>
high precision (um)	hog nosed (um)	homologue
high pressure (um, v)	hog's back (geology)	honey colored
	hogshead	

honeycomb
 honeydew
 honeymoon
 honeypot
 honeytrap
 honorbound
 hoodwink
 hoofbeat
 hoofprint
 hook nosed (um)
 hookup (adj. n)
 hop point
 hopscotch
 horehound
 hormono (cf)
 all one word
 hornbill
 hornblower
 hornpipe
 horseback
 horseflesh
 horsehair
 horsehead
 horsehide
 horsehoof
 horsemeat
 horseplay
 horsepower hour
 horsepox
 horserace
 horse sense (n)
 horseshoe
 horsethief
 horsetrading (nonliteral)
 horsewhip
 hostage taker
 hostage taking
 host country
 host name
 host nation
 hotbed
 hotblood
 hot blooded (um)
 hot cold
 hotdog
 hotfoot
 hothead (n)
 hotheaded
 hothouse
 hot launched
 hotline (nonliteral)

hotlink
 hot mix (um)
 hotpatch
 hotplate
 hot press (v)
 hot pursuit (adj)
 hotrod (nonliteral)
 hot roll (v)
 hot rolled (um)
 hotspot
 hot swap (v)
 hot swap (n)
 hotwork (v)
 hourglass
 housebreaking
 housebroken
 housebuilder
 housebuilding
 house call
 housecleaner
 house cleaning (adj)
 houseguest
 household
 housekeeping
 housetop
 housetrailer
 housewares
 housewarming
 housewife
 housework
 hover craft
 however
 howsoever
 how to (adj. n)
 H piece
 hubcap
 hull less
 humanitarian assistance
 humankind
 human rights (adj. n)
 human source (adj)
 humdrum
 humpback
 Humvee
 hunchback
 hundredfold
 hundredweight
 hunger strike
 hung up (um)
 hunter killer (adj. n)
 hush hush

hush money
 hushup (adj. n)
 hydro (cf)
 hydroelectric
 hydropant
 hydropower
 hydro station
 rest one word
 hygro (cf)
 all one word
 hyper (pref)
 hyper Dorian (etc)
 hyperlink
 rest one word
 hypo (cf)
 all one word
 hypothesis, hypotheses
 hypotenuse

 I band (etc) (adj. n)
 I bar
 I beam
 iceberg
 iceblind
 ice blindness
 iceblock
 icebound
 icebreaker
 icecap
 ice clad (um)
 ice cold (um)
 ice covered (um)
 ice cream
 icefall
 icefield
 ice fishing
 icefloe (island)
 iceflow (current)
 ice free
 icemaking
 icemelt
 icepack
 ice shelf
 ice skate (n)
 ice skate (v)
 ice skating
 ice storm
 ice water
 ID (n, v)

ideo (cf)
 ideounit
 rest one word
 I iron
 ill advised (adj)
 ill advisedly
 ill defined (adj)
 ill fated (adj)
 ill health
 ill prepared (adj)
 ill timed (adj)
 ill treat (v)
 ill use (v)
 ill will
 imam
 impaneled, ing
 impel, led, ling
 imperiled, ing
 import export
 impostor
 in (pref/cf)
 inactive (um)
 in and out (um)
 inasmuch
 in being (um)
 incountry (um)
 indepth (um)
 infighting
 inflight (um)
 in house
 in law (n)
 immigration (um)
 import (um)
 inservice (um)
 inshore
 insofar
 intheater (um)
 rest one word
 in absentia
 inbox
 inch deep (um)
 inch long (um)
 inch pound
 incur, red, ring
 index, indexes
 india ink
 indigo(s)
 Indo European (etc)
 industrywide
 in extenso
 in extremis

infantryman
 infer, red, ring
 inferable
 inference
 information gathering
 information sharing
 infra (pref)
 infrared
 infra axillary
 infrastructure
 rest one word
 ingenious (skillful)
 ingenuous (simple)
 ink black (um)
 inkjet
 inkpot
 inkspot
 inkstain
 inkstand
 inkwell
 in loco parentis
 inner circle
 inner city (adj)
 ino (cf)
 all one word
 input, ting
 insect borne (um)
 insignia
 in situ
 install, ed, ing, ment
 installation
 instant message (adj, v)
 instant message (n)
 instill, ed, ing
 intelligence collection
 intelligence gathering
 intelligence sharing
 inter (pref)
 inter American (etc)
 interchange
 intersperse
 rest one word
 inter alia
 inter alios
 interceptor
 interment (burial)
 internment (jail)
 intern
 Internet
 intervener
 intifada

in toto
 intra (pref)
 intra atomic (etc)
 intracoastal
 intranet
 rest one word
 intransigent (adj, n)
 intro (pref)
 all one word
 in vitro
 in vivo
 ipso facto
 ipso jure
 I rail
 ironclad
 ironfisted
 iron free (um)
 ironhanded
 iron lined (um)
 iron lung
 ironmaking
 iron red (um)
 ironside
 ironworking
 ironworks
 Islamization
 island born (um)
 iso (cf)
 isooctane
 iso osmosis
 rest one word

 jackhammer
 jack in the box
 jackknife
 jack of all trades
 jackpot
 jackrabbit
 jackscrew
 jackstay
 jailbreak
 jampacked
 jawbone
 jawbreaker
 jaywalk
 J bolt
 jeep (vehicle type,
 not trade name)
 jellybean
 jellyroll

jet aircraft
 jet airliner
 jet bomber
 jetliner
 jetport
 jet powered (um)
 jetprop
 jet propelled (um)
 jet propulsion
 jet set
 jetstream
 jetwash
 jeweled. ing. er
 jewel studded (um)
 jigsaw
 jihad
 jobholder
 jobseeker
 joint force (um)
 joint service (um)
 joint use (um)
 joint venture (um)
 joule
 joulemeter
 journeyman
 joyride
 joystick
 judgment
 judgeship
 jujitsu
 jump off (v)
 jumpoff (adj. n)
 jump start
 jungle clad (um)
 jungle covered (um)
 juniormost
 junk mail
 junkpile
 jury box
 jury fixing (um)
 jury rigged (um)
 just completed (um) (etc)
 juxta (cf)
 juxta articular
 rest one word

keelblock
 keelhaul
 keel-laying (um)
 keel line
 keepsake
 kerato (cf)
 all one word
 kerosene
 kettledrum
 key-activated (adj)
 keyhole
 keylock
 keynote
 keypunch
 keyring
 keyword
 kickback (adj. n)
 kick-in (adj. n)
 kickoff (adj. n)
 kickout (adj. n)
 kick-start
 kidnap-for-ransom (um)
 kidnapped, -ping
 kidnapper
 kilo (pref)
 kilobyte
 kilogram-meter
 kilohertz
 kilovoltampere
 kilowatt-hour
 rest one word
 kindhearted
 kingbolt
 kingmaker
 kingpin
 kiss-off (adj. n)
 knapsack
 knee-deep (um)
 knee-high (um)
 knee-jerk (adj)
 kneepad
 knifepoint
 knockabout (adj. n)
 knockdown (adj. n)
 knock-kneed (um)
 knockoff (adj. n)
 knock-on (adj. n)
 knockout (adj. n)
 knothole
 know-all (adj. n)

know how (adj. n)
 know it all (adj. n)
 knowledgeable
 know little (adj. n)
 know nothing (adj. n)
 knucklebone
 kolkhoz(es)
 koppek
 kosher
 K ration
 K term

labeled. ing
 labor intensive (um)
 laborsaving
 labor union
 lackluster
 laid off (um)
 laid up (um)
 laissez faire
 lakebed
 lakefront
 lakeshore
 lakeside
 lameduck (nonliteral)
 lampblack
 lamppost
 lampshade
 lampstand
 land attack (adj)
 land base
 land based (um)
 landborne
 landbound
 landfall
 landfast
 landfill
 landform
 landgrab
 landgrabber
 land grant (um)
 landholding
 landline
 landlocked
 landlord
 landmark
 landmass
 landmine
 land mobile (um)
 landowner

landownership	layoff (adj. n)	letdown (n, um)
landowning	layout (adj. n)	letter bomb
land poor (adj)	layover (adj. n)	letterhead
landscape	layperson	letter perfect (um)
landside	layup (adj. n)	letterpress
landslide	lay up (v)	letterwriting
land tax	laywoman	letup (n)
landward	L bar	let up (v)
lapbelt	L beam	leuc(o) (cf)
laptop	L block	<i>all one word</i>
large scale (adj)	leader line	leveled, ing
lash up (adj. n)	lead filled (um)	leveler
lasso(s)	lead gray (um)	levelheaded
last cited (um)	lead in (adj. n)	libeled, ing
last ditch (adj)	headline	liberal minded (um)
last minute (adj)	lead line (medical, nautical only)	lieutenant colonel
last named (um)	leadoff (adj. n)	lieutenant governor
latchbolt	leadout (adj. n)	lieutenant
latchkey	leadtime	governorship
latecomer	lead up (adj. n)	lifebelt
late June (etc) (um)	lead up (v)	lifeblood
late model (adj)	leakthrough	lifeboat
lath (wood)	lean to (adj. n)	life cycle
lathe (machine)	leapfrog	lifeguard
latter day (adj)	leap year	life insurance (adj. n)
lattermost	leaseback (adj. n)	lifejacket
laughingstock	leasehold	lifelike
launch crew	leather bound (um)	lifeline
launching ways (singular and plural)	leather covered (um)	lifelong
launch on tactical warning (adj. n)	leatherworking	liferaft
launch on tactical warning (v)	leavetaking	lifering
launch on warning (adj. n)	lee shore	lifesaver
launch on warning (v)	leeward	lifesaving
launch pad	left bank (v)	life sized (adj)
launch site	left click (n, v)	lifespan
launch stand	left field	lifestyle
launch weight	left hand (adj)	lifetime
laureled	left handed (um)	lifevest
law abiding (um)	left leaning (adj)	liftoff (adj. n)
law and order (adj)	leftmost	light armed (um)
lawbreaker	left of center (um)	light clad (um)
lawmaking	left sided (um)	lighter than air (um)
lawsuit	leftwing (adj)	lightface (printing)
layaway (adj. n)	left wing (n)	light footed (um)
layback (adj. n)	leftwinger	light producing (um)
lay by (n)	lend lease	lightship
laydown (adj. n)	Leninist doctrine (etc)	light water (n)
layman	lens, lenses	light water (adj)
	lepto (cf)	lightweight (adj. n)
	<i>all one word</i>	light year
	less developed (etc)	likable

like minded (um)
 limekiln
 linchpin
 line of sight (um)
 lineup (adj, n)
 line up (v)
 linkup (adj, n)
 link up (v)
 lionhearted
 lipread
 lipservice
 liquefy
 liquid fueled (adj)
 liquid propellant (adj)
 liquid propelled (um)
 litho (cf)
 litho offset
 rest one word
 little known (um)
 little used (um)
 livable
 live fire (um)
 live load
 livestock
 live wire
 livewire (nonliteral)
 living costs
 loadmeter
 loadout (adj, n)
 loath (adj)
 loathe (v)
 lockjaw
 locknut
 lockon (adj, n)
 lock on (v)
 lockout (adj, n)
 lockstep
 lockup (adj, n)
 locker room
 locus, loci
 lodestar
 lodestone
 lodgment
 logbook
 loggerheads
 login (adj, n)
 log in (v)
 logjam
 logout (adj, n)
 log out (v)
 logsheet

logo (cf)
 all one word
 lone wolf (um)
 long ago (adv, um)
 long awaited (um)
 long bed (truck)
 longbow
 long distance (adj)
 long drawn (um)
 longfelt
 long haired (um)
 longhand (nonliteral)
 long handled (um)
 long lasting (um)
 long lived (um)
 long past (um)
 long pending (um)
 longplaying (um)
 long range (um)
 long run (adj)
 longstanding (adj)
 long term (adj)
 longtime
 longwave (radio)
 longways
 longwinded
 look alike
 look angle (n)
 lookdown (adj, n)
 lookdown shootdown (adj)
 look in (adj, n)
 lookout (adj, n)
 lookthrough (adj, n)
 lookup (adj, n)
 look up (v)
 loophole
 looseleaf
 loose tongued (um)
 lopsided
 loudmouthed
 loudspeaker (radio)
 loud voiced (um)
 louver
 low altitude (um)
 lowborn
 lowboy
 low built (um)
 lowdown (n, um)
 low Earth orbit
 low enriched uranium
 lowercase (printing)

lower class (um)
 lower grade (um)
 lower income (um)
 lower level (um)
 lower middle class (um)
 lowermost
 low end (adj)
 low fat (um)
 low frequency (n)
 low frequency (um)
 low income (um)
 low intensity (um)
 low key (adj)
 lowland (adj, n)
 low level (adj)
 low lying (um)
 low observable
 (adj, n)
 low power (um)
 low pressure (um)
 low priced (um)
 low quality (um)
 low ranking (um)
 low technology (um)
 low water
 L shaped
 L square
 lukewarm
 lumberjack
 lumber room
 lumberyard
 lunchtime
 luster
 lying in (adj, n)

 macadamized road
 mach 2 (etc)
 machine building (n)
 machine building (um)
 machine finished (um)
 machinegun
 machine hour
 machine made (um)
 machine shop
 machine tool
 machine work
 machismo (n)
 macho (adj)
 macro (cf)
 all one word

madam, mesdames
 madcap
 made over (um)
 made up (um)
 madras cloth
 madrassa(s)
 magneto (cf)
 magneto optics
 rest one word
 mailbag
 mailbox
 mail order (um)
 mainframe
 mainland
 main line (literal)
 mainline (nonliteral)
 mainmast
 mainsail
 mainsheet
 mainspring
 mainstay
 mainstream (nonliteral)
 maintop
 main yard
 major domo
 major leaguer
 major minor
 make believe (adj, n)
 makefast (n)
 makeshift
 makeup (adj, n)
 make work
 making up
 mal (cf)
 all one word
 malware
 manageable
 manager director
 man day
 maneater
 maneuver
 manhandle
 manhole
 man hour
 manic depressive
 manifold
 manila envelope
 man in the street
 mankind
 manmade (adj)
 man of war

man portable (um)
 manpower
 mantel (shelf)
 mantle (cloak)
 many colored (um)
 man year
 manyfold
 many sided (um)
 mapmaker
 mapreading
 marijuana
 markdown (adj, n)
 marketplace
 markoff (adj, n)
 markshot
 markup (adj, n)
 marshaled, ing
 marshaler
 martial law
 marveled, ing
 marvelous
 Marxism
 mashup (adj, n)
 mason jar
 mass casualty (um)
 mass produce (v)
 master at arms
 mastermind
 master of ceremonies
 master's degree
 masterstroke
 masthead
 matchhead
 matchstick
 matrix, matrices
 matter of fact (adj)
 maxi (pref)
 all one word
 maximum, maximums
 maybe (adv)
 May Day (I May)
 mayday (distress call)
 M day
 meager
 mealtime
 mean spirited (um)
 mean time (astronomical)
 meantime (meanwhile)
 meanwhile
 measurable
 meatpacking

mecca (center of
 interest, not the city)
 mechanico (cf)
 all one word
 medaled, ing
 medalist
 medieval
 medio (cf)
 all one word
 medium, media
 medium and high
 altitudes
 medium and
 high altitude (adj)
 medium to high altitude (n)
 medium to high
 altitude (adj)
 medium sized (um)
 meetingplace
 mega (cf)
 megabyte
 megadose
 megaproject
 all one word
 megalo (cf)
 all one word
 meltdown (n, um)
 meltwater
 member state (adj)
 member state (n)
 memento(s)
 memorandum,
 memorandums
 merchant ship
 meso (cf)
 all one word
 messhall
 messkit
 mess up (adj, n)
 meta (pref)
 metadata
 metatag
 all one word
 metalammonium
 metal clad (um)
 metal coated (um)
 metal cutting (um)
 metaled, ing
 metal lined (um)
 metalworker
 metalworking

metalworks	mild mannered (um)	missile defense (adj. n)
meter amperes	mileage	missile equipped (um)
meter kilogram	mile long (adj)	missile support (adj. n)
meter kilogram second	milepost	missile suspension (adj. n)
metier	mile wide (adj)	mission critical (um)
metro (cf)	Military Departments (U.S.)	mist covered (um)
<i>all one word</i>	military political (um)	miter
Metro Manila (etc)	Military Services (U.S.)	miter box
Metropolitan Moscow (etc)	militiaman	miter lock (v)
<i>but</i> Moscow	militia member	mixup (n)
<i>metropolitan area</i> (etc)	millennium, millennia	mixing room
micro (cf)	milli (cf)	mizzenmast
microblog	milligram hour	mobile erector launcher
microorganism	<i>rest one word</i>	mobile missile (adj. n)
<i>all one word</i>	millimeter wave	mockup (adj. n)
mid (cf)	millpond	modeled, ing
midair	millpost	modeler
mid American (etc)	millrace	modus operandi,
mid April (etc)	millstream	<i>modi operandi</i>
midday	mill wright	modus vivendi,
mid decade	minable	<i>modi vivendi</i>
mid 18th century (n) (etc)	mincemeat	mold
mid 18th century (adj) (etc)	mindreader	molehill
mid 1980 (etc)	mindreading	molotov cocktail
mid 1980s (etc)	mindset	mollusk
mid 1980s style (adj)	mineclearing	molt
mid ice	minefield	moneybag
midinfrared	minehunter	moneychanger
midlevel	minehunting	money laundering (um)
midmorning	minelayer	moneylender
mid Pacific (etc)	minelaying	moneymaking
midrange	mineship	moneysaving
midstage	minesweeper	mono (cf)
midterm	minesweeping	<i>mono ideistic</i>
mid to late 1980 (etc)	minethrower	<i>mono ion</i>
midyear	mine warfare (adj. n)	<i>rest one word</i>
<i>rest one word</i>	mineworks	monogrammed, ming
middle age	mini (pref)	monsieur, messieurs
middle aged (um)	miniempire	monthend
middle class (um)	mini state	monthlong (adj)
Middle East (adj. n)	<i>rest one word</i>	month old (adj)
<i>Middle Eastern</i> (adj)	minimum, minimums	moonbeam
middle ground	minimum security (adj)	moonglow
middle income (um)	minister counselor	moonlight
middleman	minor leaguer	moonrise
middlemost	minutia (rarely used).	moonset
middle of the roader	<i>minutiae</i> (plural)	moonshine
middle sized (um)	MIRVed	moonstruck
middleweight	mis (pref)	mopping up (um)
midi (pref)	<i>all one word</i>	mopup (adj. n)
<i>all one word</i>	mischiefmaking	mop up (v)

moratorium,
 moratoriums
 moreover
 Morse code
 mortise
 most favored nation (um)
 most sought after (um)
 mothball(ed)
 moth eaten (um)
 mother in law
 motherland
 mother ship
 moto (cf)
 all one word
 motorbike
 motorboat
 motorbus
 motorcade
 motorcoach
 motorcycle
 motor driven (um)
 motordrome
 motor pool
 motorship
 motor torpedo boat
 mountain high (um)
 mountainside
 mountaintop
 mouthful
 mouthpiece
 movable
 moviegoer
 moviemaking
 much needed (um)
 muckrake (v)
 muckraker (n)
 mudbank
 mud colored (um)
 mudflat
 mudflow
 mudguard
 mudhole
 mudslinging
 muezzin
 mujahid. mujahideen
 *but follow source's
 spelling if part of
 a group name*
 mullah

multi (cf)
 multifiber
 multifamily
 multi ply (several plies)
 multipurpose
 multistory
 multiton
 all one word
 multiple launch rocket system
 multiple purpose (adj)
 multiple rocket launcher
 musclebound
 musico (cf)
 all one word
 music teacher
 mustache
 myria (cf)
 all one word
 mytho (cf)
 all one word

 nailhead
 nail studded (um)
 naive
 naivete
 name calling (um)
 name dropping (um)
 nameplate
 namesake
 nano (cf)
 nanotechnology
 all one word
 narco (cf)
 narcotrafficker
 narcotrafficking
 all one word
 narrow band (adj)
 narrow beam (adj)
 narrow body (adj. n)
 narrow gauge (adj. n)
 narrowminded
 nation state
 nationwide
 native born (um)
 natural gas (adj. n)
 natural gas field
 navy blue (um)
 nearby
 near Earth orbit

Near East (n)
 Near Eastern (um)
 near infrared (um)
 near miss
 near real time (n)
 near real time (um)
 nearsighted
 near success
 near term (um)
 neckband
 neckbone
 neck deep (um)
 neck high (um)
 necktie
 needlepoint
 needle sharp (um)
 need to know (n)
 need to know (adj)
 ne'er do well
 neo (cf)
 neofascist
 neo Greek (etc)
 neo Nazi (etc)
 rest one word
 neon light
 nerve racked (um)
 nerve racking
 net centric (adj)
 nettlesome
 network
 net worth
 neuro (cf)
 all one word
 never ending (um)
 nevermore
 nevertheless
 newborn
 newcomer
 new fashioned (um)
 newfound
 new made (um)
 newscast
 newscaster
 newsclip
 news editor
 news feed
 newsletter
 newsmagazine
 newsmaking
 newspaper
 newspeople

newsphoto
 newsprint
 newsreader
 newsreel
 newsheet
 newsstand
 newsstory
 newsweekly
 newsworthy
 newton
 next generation (adj)
 next of kin
 nickel
 nickelplate
 nickel plated (um)
 nickeltypes
 nickname
 nightclub
 night editor
 night fly (aviation) (v)
 night flying (um)
 nightlife
 nightlong (um)
 night school
 night shift
 nightstick
 nighttime
 night vision (um)
 nightworker
 nimbostratus
 ninefold
 nine lived (um)
 nitpick, ing
 nitro (cf)
 nitro hydro carbon
 rest one word
 no account (adj. n)
 noble minded (um)
 noblesse oblige
 nobody
 no confidence (um)
 no fault (adj)
 no first use (um)
 no fly zone (adj. n)
 no go (adj. n)
 no good (n. um)
 no hitter (n)
 noisemaker
 noisemaking

no man's land
 nom(s) de guerre
 nom(s) de plume
 non (cf)
 non air transportable
 nonaligned
 non civil service
 noncommissioned
 noncommunist
 non Communist Party
 noncontrol
 non DIA (etc)
 nondivisional
 non European (etc)
 nonferrous
 non intelligence related
 nonlifelike
 nonmilitary
 nonMIRVed
 non missile equipped
 non mission capable
 nonnegotiable
 nonnuclear
 non nuclear weapon state
 non nuclear powered
 non nuclear related
 nonocean going
 nonoil
 non oil producing
 nonoperational
 non party member
 non rare earth
 non scientific and technical
 non self propelled
 non self sustaining
 non sequitur (etc)
 nonstate
 nonuse of force (adj)
 non U.S. NATO forces
 as prefix, one word
 nonesuch
 nonetheless
 no no
 no no's (plural)
 no nonsense (adj)
 noonday
 northbound
 north central
 northeast
 northeastern
 north end

northernmost
 northgoing
 north northeast
 north northwest
 north shore
 north sider
 northward
 northwest
 nosecone
 nosedive
 nosedown (adj. n)
 nose high (um)
 nosering
 nose tip
 noseup (n. um)
 nosewheel
 no show (adj. n)
 notebook
 note taking (um)
 note paper
 noteworthy
 notwithstanding
 nouveau riche,
 nouveaux riches
 no war/no peace
 nowhere
 nuclear armed (um)
 nuclear capable (um)
 nuclear delivery (adj. n)
 nuclear free zone
 nuclear power (adj. n)
 nuclear powered (um)
 nuclear strike (adj. n)
 nuclear warfighting (um)
 nuclear weapons (adj. n)
 nuclear weapons free zone
 nuclear weapon state
 nucleo (cf)
 all one word
 nucleus, nuclei
 number one (um) (etc)

oarlock	offshore	on call (n)
oasis, oases	offside	oncall (um)
obkorn	offsite	on demand (um)
oblast	offstage	ongoing
occur, -red, -ring	off the rack (um)	onhand (adj. n)
occurrence	off the record (um)	online (adj. n)
oceanborne	off the shelf (um)	onscene
oceangoing	off track	onshore
oceanside	off white (um)	onsite (adj. n)
ocean-spanning (um)	off year	onstation (adj. n)
oceanwide	oftentimes	onstream
ocher	ohm ammeter	<i>rest one word</i>
octo (cf)	ohmmeter	once over
<i>all one word</i>	oilcan	one armed (um)
octopus, octopuses	oilcloth	one eyed (um)
odd-looking (um)	oil driven (um)	onefold
odd number	oil fed (um)	one half (etc)
odd-numbered (um)	oilfield	one handed (um)
off-and-on (um)	oil forming (um)	one man/one vote
off-balance	oil producing (um)	one on one
off-base (um)	oil rich	oneness
offbeat	oil sands (adj. n)	one piece (um)
off-campus	oil shale (adj. n)	oneself
offcenter (um)	oil soaked (um)	one sided
off chance	oilspill	one sidedness
offcolor (adj)	oil workers	one striper
off day	oil well	onetime (former)
off-duty (um)	old fashioned (um)	one time (single instance) (um)
offense	old guard (adj)	one two three
offered, -ing	old line (adj)	one way
offguard	oldstyle (printing)	on ramp
offhand	oldtime	on the job (um)
off-hours	oleo (cf)	onward
officeholder	oleo gear	open air (um)
officeseeker	oleo oil	open armed (um)
office-seeking (um)	oleo strut	open backed (um)
officeworker	<i>rest one word</i>	opencut (mining)
off-limits (um)	olivewood	open door (um)
offline	Olympics	open ended (um)
offload	Olympic Games, the games	openhanded
offprint	Summer Olympics	open house
off-putting	Winter Olympics	openminded
off-ramp	ombudsman, ombudsmen	open ocean (adj)
off-road	omni (cf)	open pit (adj. n)
offscreen	omni ignorant	open source (adj)
off-season	<i>rest one word</i>	open source (n)
offset	on (cf)	opt in (adj. n)
offshoot	on again/off again	optoelectronics
	on and off (adj. n)	orbited, ing
	onbase (adj. n)	orderly room
	onboard (adj. n)	order of battle (um)

ordinance (law)
 ordnance (weapons)
 organo (cf)
 all one word
 ortho (cf)
 all one word
 out (cf)
 out and out (um)
 outfight
 out loud (um)
 outmaneuver
 outmigration
 out of area (um)
 out of date (um)
 out of door(s) (um)
 out of state (um)
 out of the way (um)
 as prefix, one word
 outbox
 outer city (um)
 outermost
 outer space
 outfit, ted, ting
 outward bound (um)
 outyear
 ovenbaked
 ovendried
 over (cf)
 overabundance
 overactive
 overage (older) (n, um)
 overage (surplus)
 overall
 overfishing
 overhaul
 overriding
 over snow vehicle
 over the counter (um)
 rest one word
 oxcart
 oxhide
 oxy (cf)
 all one word

pacemaker
 pace-setting (um)
 packhorse
 packsaddle
 pickup (adj, n)
 padlock
 page-for-page (um)
 page proof
 page view
 painkiller
 painstaking
 paintball
 paintbrush
 paintmixer
 paintstained (um)
 paleo (cf)
 paleo-Christian (etc)
 rest one word
 pallbearer
 pan (cf)
 Pan-American,
 Pan-Asian,
 Pan-Islamic (etc)
 Pan American Union
 panchromatic
 Panhellenic
 pantheism
 rest one word
 paneled, -ing
 panic-stricken (um)
 panto (cf)
 all one word
 paperback
 papercutter
 papermill
 paper-thin (um)
 paperweight
 para (cf)
 para-anesthesia
 paramilitary
 rest one word
 paralleled, -ing
 parceled, -ing
 parenthesis,
 parentheses
 par excellence
 parimutuel
 part-finished (um)
 parti (cf)
 all one word

particle beam weapon
 partnership
 part owner
 part time (adv, um)
 part timer (n)
 part way
 party giver
 partygoer
 party line
 partywide
 passageway
 passcode
 passenger car
 passer(s) by
 passkey
 pass in review (adj, n)
 passout (adj, n)
 passphrase
 passport
 passthrough (adj, n)
 pass through (v)
 password
 password protect (v)
 past due (um)
 pasteurize
 pastureland
 pat down (adj, n)
 pathbreaker
 pathfinder
 patho (cf)
 all one word
 patri (cf)
 all one word
 patrol, led, ling
 Patton tank
 pawnbroker
 payback (adj, n)
 paycheck
 payday
 paydirt
 paygrade
 payload
 payoff (adj, n)
 payout (adj, n)
 payroll
 peacekeeping
 peace loving (um)
 peace building (um)
 peacemaking
 peacetime
 peacoat

pea green (um)
 peakload (n, um)
 peanut
 pea sized (um)
 peat roofed (um)
 pebble strewn (um)
 peddler
 peeloff (adj, n)
 peephole
 peer to peer (adj)
 pegleg
 penciled, ing
 pendant (n)
 pendent (hanging)
 pendant number (ship)
 penknife
 penmanship
 pen name
 pennyworth
 penta (cf)
 penta acetate
 rest one word
 pent up (um)
 peptalk
 per capita
 percent
 percentage
 percentile
 per centum
 per diem
 perestroyka
 peri (pref)
 peri insular
 rest one word
 periled, ing
 permafrost
 permit, ted, ting
 per se
 persona non grata
 persulfide
 pestridden (um)
 petaled, ing
 petro (cf)
 petro occipital (etc)
 rest one word
 pharmaco (cf)
 pharmaco oryctology
 rest one word
 pharming
 phased array (adj)
 phasedown (adj, n)

phase down (v)
 phase in (adj, n)
 phase in (v)
 phasemeter
 phaseout (adj, n)
 phase out (v)
 pheno (cf)
 all one word
 phenomenon, phenomena
 philistine
 philo (cf)
 philo French (etc)
 rest one word
 phishing
 phono (cf)
 all one word
 phony
 phospho (cf)
 all one word
 photo (cf)
 photo atlas
 photo interpretation
 photo offset
 photooxidation
 photoreconnaissance
 rest one word
 phreno (cf)
 all one word
 physico (cf)
 all one word
 physio (cf)
 all one word
 pianoforte
 pickax
 picket line
 picklock
 pick me up (adj, n)
 pickoff (adj, n)
 pickover (adj, n)
 pick over (v)
 pickpocket
 pickup (adj, n)
 pick up (v)
 picture book
 piece goods
 piece de resistance
 piecemeal
 piece rate
 piecework
 pieceworker
 pierside

piezo (cf)
 piezo oscillator
 rest one word
 pigeonhole
 piggyback
 pikestaff
 piledriver
 pile driving (um)
 pileup (adj, n)
 pilot boat
 pilot light
 pinball
 pinch hit (v)
 pinch hitter
 pinfeather
 pinhole
 pinhook
 pinpoint
 pinprick
 pinup (adj, n)
 pinwheel
 pipe bomb
 pipedream
 pipefitter
 pipefitting
 pipelayer
 pipelaying
 pipeline
 pipe smoker
 pipestem
 pipet
 pistol whip (v)
 pistonhead
 pitch black (um)
 pitchblende
 pitch dark (um)
 pitchfork
 pitchout (adj, n)
 pitchup (adj, n)
 pitfall
 pitot tube
 placecard
 placekick
 place name
 plague infested (um)
 plain clothed (adj)
 plainclothes (um)
 plainclothesman
 plain looking (um)
 plain spoken (um)
 plaintext

planeload
 plane parallel (um)
 planetable (surveying)
 plani (cf)
 all one word
 plano (cf)
 all one word
 plantlife
 plaster of paris
 plateau, plateaus
 plate glass
 plate proof (printing)
 plate roll (v)
 plate rolled (um)
 platy (cf)
 all one word
 play act (v)
 playback (adj, n)
 playdown (adj, n)
 play down (v)
 playground
 playlist
 playoff (adj, n)
 plaything
 pledger
 pleo (cf)
 all one word
 pleuro (cf)
 all one word
 plow
 plowhand
 plowhorse
 plowshare
 plug in (adj, n)
 plug in (v)
 plus or minus
 plus up
 pluto (cf)
 all one word
 pneumato (cf)
 pneumato hydato genetic (um)
 rest one word
 pneumo (cf)
 all one word
 pocketknife
 pocket sized (um)
 pocket veto (v)
 pockmark
 pockmarked (um)
 podcast
 podium, podiums

pointblank
 point defense
 point man
 point person
 poison dipped (um)
 polearm
 poleax
 pole shaped (um)
 polestar
 pole vault (v)
 policymaker
 policymaking
 politico (cf)
 politico orthodox (etc)
 rest one word
 pollwatcher
 poly (cf)
 all one word
 pommeled, ing
 pontoon (civilian and military)
 Ponzi scheme
 poor quality (adj)
 poppy farming
 poppyfield
 poppyseed
 pop up (adj, n)
 pop up (v)
 pork barrel (adj)
 port call
 portfire
 portfolio
 porthole
 portmanteau
 portside
 post (cf)
 postattack
 postaudit
 post bellum
 postblast
 postboost
 postcard
 post Christian (etc)
 post diem
 post free (um)
 postgraduate
 posthaste
 post hospital (military)
 posthostilities
 post meridiem
 postmodern
 postmortem

post office
 postreentry
 post school (military)
 poststrike
 post target tracking
 posttest
 posttreaty
 postwar
 as prefix, one word
 potash
 potato field
 potbellied
 potboiler
 pothole
 potlatch
 potluck
 potpourri
 potshot
 poultry raising (um)
 pound foolish (adj)
 pound foot
 powder blue (um)
 powder house
 powder mill
 powder room
 power base
 power broker
 power driven (um)
 powerhouse
 powerline
 power operated (um)
 powerpack
 powerplant
 power play
 power projection (um)
 power sharing (um)
 powerstation
 practice (n, v)
 praiseworthiness
 praiseworthy
 pre (pref)
 preattack
 predétente
 predetermine
 preexamine
 preexisting
 pre Incan (etc)
 preindependence
 pre martial law (etc)
 pre position (v)
 preseries
 rest one word

précis (singular and plural)	pro rata	pull down (adj)
precision guided (um)	proreform	pull down (v)
prefer. red. ing	proregime	pull in (adj. n)
preferable	pro state	pulloff (adj. n)
preference	pro tem	pull on (adj. n)
premier (first in status)	pro tempore	pullout (adj. n)
premiere (first performance)	prowar	pull push (um)
present day (um)	as prefix, one word	pullthrough (adj. n)
president elect	proffer, ed, ing	pullup (adj. n)
president pro tempore	profit and loss (um)	pulse Doppler
press agent	profited, ing	pulsewidth
press forge (v)	profitmaking	pummeled, ing
press gang (n, v)	profit sharing (um)	pump house
press made (um)	program, med. ming	pump priming (adj)
pressplate	programmer	pump station
press proof (printing)	programmable	purebred
presstime	programmatic	pure line (biological)
pretense	prologue	purse strings
preter (pref)	proof of life (n)	pushbutton
all one word	proof of life (um)	pushcart
preventive	proofread	pushoff (adj. n)
price cutting (um)	proofsheet	pushover (adj. n)
price fixing (um)	propel, led, ling	push pull (um)
pricelist	propellant (n)	push to talk (adj. n)
price sharing (um)	propellent (adj)	pushup (adj. n)
price support (um)	prophecy (n)	putback (n, um)
pricetag	prophesy (v)	putoff (n, um)
prima facie	propjet	put on (n, um)
prime minister	propwash	putout (n, um)
prime minister	protector	put up (n, um)
designate	protege	pyro (cf)
but Prime Minister	protester	all one word
designate Jones (etc)	proto (cf)	
prime ministerial	proto Egyptian (etc)	
prime ministership	rest one word	
prime ministry	provincewide	Q boat
prime mover	pseudo (cf)	Q fever
prime time (um)	pseudo official	quadri (cf)
printout (n)	pseudo owner	quadri invariant
printshop	pseudo peace loving	rest one word
prisoner of war (n)	rest one word	quality control (adj. n)
prisoner of war (um)	psycho (cf)	quality of life (um)
private sector (um)	psycho organic	quandary
prizefighter	rest one word	quarreled, ing
prizewinner	publicity conscious (um)	quarterback
prizewinning	publicly	quarter cut (um)
pro (cf)	public minded (um)	quarterdeck
pro African (etc)	public sector (um)	quartermaster
pro forma	public spirited (um)	quartermaster general
progovernment	public works	quarter miler
pro opposition	pullback (adj. n)	quarter phase (um)
		quarterstaff

quasi (cf)
 quasi judicial
 quasi military
all hyphenated
 queue, queued,
 queuing
 quick change (um, v)
 quick drawn (um, v)
 quickfreeze (um, v)
 quicklime
 quick reaction (adj)
 quick response (adj)
 quicksand
 quickset
 quicksilver
 quickstep
 quick time
 quick witted (um)
 quid pro quo(s)
 quisling
 quixotic
 quonset hut
 Quran

rabble rouser
 racecourse
 racehorse
 racetrack
 racket (all meanings)
 radar cross section
 radar imaging (um)
 radarscope
 radar tracking
 radio (cf)
 radio amplifier
 radio antenna
 radio channel
 radio
 communication(s)
 radio control
 radioelectronic
 radio engineer
 radio engineering
 radiofrequency
 radioisotope
 radio link
 radio navigation
 radio range
 radio receiver
 radio relay

radio set
 radio station
 radiotelegraph
 radiotelephone
 radio transmitter
 radio tube
 radio wave
rest two words
 radiumtherapy
 radius, radii
 radix, radices
 ragtag
 railborne
 railcar
 railguard
 railhead
 rail line
 rail mobile (um)
 rail net
 railroad
 rail shed
 railsplitter
 rail spur
 rail train
 railway
 railyard
 rainbow
 raincheck
 raincoat
 raindrop
 rainfall
 rainforest
 rainmaking
 rainproof
 rainshower
 rainspout
 rainstorm
 rainwash
 rainwater
 raison(s) d'être
 Ramadan
 ramjet
 ramrod
 ramshackle
 rangefinder
 rangehead
 rank and file (n)
 rank and file (adj)
 rapid fire
 rapid reaction (um)
 rapid transit

rappel, led, ling
 rapporteur
 rapprochement
 rare earth (um)
 ratable
 rate cutting (um)
 rate fixing (um)
 ratepayer
 rate raising (um)
 ratesetting
 rat infested (um)
 rat race
 rattlesnake
 rattrap
 raveled, ing
 rawboned
 rawhide
 razor sharp (um)
 razzle dazzle
 raykom
 rayon
 re (pref)
 re cover (cover again)
 re create (create
 again)
 re cross examination
 redirect
 reengineer
 reentry
 reequip
 reevaluate
 reexport
 re form (form again)
 re ice
 reignite
 re ink
 reman
 re present (present
 again)
 reprocess
 re redirect
rest one word
 reachback (adj, n)
 read ahead
 reading room
 readme file
 readout (n)
 read through (adj, n)
 ready built (um)
 readymade
 ready reference

real estate
 real time (um)
 real time (n)
 real world (um)
 rear area (um)
 rear end
 rear guard (um)
 rearmost
 rear service
 rear services area
 rearview (um)
 rebel, led, ling
 reconnaissance
 reconnoiter
 recordbreaker
 recordbreaking
 recordkeeping
 recordmaking
 recti (cf)
all one word
 recto (cf)
all one word
 recyclable
 red carpet
 redeye
 red haired (um)
 redhanded
 redhead(ed)
 red hot (um)
 red line (literal)
 redline (nonliteral)
 redtape (nonliteral)
 reduced observable (adj, n)
 refer, red, ring
 referable
 referendum, referendums
 refueled, ing
 refusenik
 regionwide
 regime protection
 reinforce
 releasability
 religio (cf)
all one word
 remodeler
 remote control (adj, n)
 remote controlled (adj)
 remote sensing (um)
 renaissance
 rent free
 repair shop

repairway
 reparable
 repellant (n)
 repellent (adj)
 representative at large
 representative elect
 requester
 research study
 research worker
 resino (cf)
all one word
 responder (electronics)
 rest home
 restroom
 résumé
 retro (cf)
 retrofire
 retrofit
 retro ocular
 retro operative
 retrorocket
rest one word
 reveled, er, ing
 reverse engineer (v)
 reverse engineering
 rheo (cf)
all one word
 rhino (cf)
all one word
 rhizo (cf)
all one word
 rhod(o) (cf)
all one word
 rhomb(o) (cf)
all one word
 ricefield
 ricegrowing
 riceland
 rice water
 ridge line
 ridgetop
 riflshot
 right angle (um, v)
 right angled (um)
 right away
 right click (n, v)
 right field
 right hand (adj)
 right handed (um)
 rightmost
 right of way

right to work (adj)
 rightwing (adj)
 right wing (n)
 rightwinger
 rig up (adj, n)
 rim deep (um)
 rimfire
 rimlock
 ringbolt
 ring in (adj, n)
 ringlead (v)
 ringleader
 ring off (adj, n)
 ring shaped (um)
 ringside
 ringtone
 ring up (adj, n)
 ringworm
 riot control
 ripcord
 ripsaw
 riptide
 rip up (adj, n)
 risque
 rivaled, ing
 riverbank
 riverbed
 riverborne
 river bottom
 river crossing (um)
 riverflow
 river formed (um)
 riverfront
 riverhead
 riverine
 riverside
 roadblock
 roadbound (um)
 roadbuilding
 roadhead
 roadhog
 roadmap
 road mobile (um)
 road scraper
 road show
 roadside
 road test (v)
 roadway
 road weary (um)
 rockbottom (nonliteral)
 rock climbing (um)

rockfall (n)
 rockfill
 rockpile
 rockslide
 rock wool
 rod shaped (um)
 roentgen
 roentgeno (cf)
 all one word
 rollabout (adj, n)
 rollback (adj, n)
 rollcall
 roll fed (v)
 rolling stock (adj)
 roll off (adj, n)
 roll on (adj, n)
 roll on/roll off (adj, n)
 rollout (adj, n)
 rollout to launch (um)
 rollover (adj, n)
 rolltop
 rollup (adj, n)
 roman candle
 roman numeral
 roman type
 roofgarden
 rooftop
 root cutting (um)
 roothold
 rootstock
 ropewalk
 roughcast (um, v)
 rough cut (um)
 roughhewn
 roughhouse
 roughing in (um)
 rough legged (um)
 roughshod
 rough sketch (v)
 roundabout (adj, n)
 round faced (um)
 roundhead
 round made (um)
 roundnose (tool)
 roundout (adj, n)
 roundrobin (petition)
 roundtable (panel)
 round the clock (um)
 round topped
 round trip (adj, n)
 roundup (adj, n)

round up (v)
 rowboat
 rubberband
 rubber lined (um)
 rubber plant
 rubber set (um)
 rubberstamp (nonliteral)
 rubdown (adj, n)
 ruble
 rulemaking
 rule of law (n)
 rule of law (um)
 rule of thumb
 ruling party (adj)
 rumormonger
 runabout (n, um)
 runaround (adj, n)
 runaway (adj, n)
 runback (n, um)
 runby (n)
 rundown (n, um)
 run in (adj, n)
 run in (v)
 runner(s) up
 running mate
 runoff (n, um)
 run on (adj, n)
 runout (n, um)
 runthrough (n, um)
 runup (n, um)
 run up (v)
 runway
 runway penetrator (um)
 rush hour
 Russo (cf)
 Russo Chinese (etc)
 rest one word
 rust brown (um)
 rustproofing
 rust resistant (um)
 rust stained (um)

saccharin (n)
 saccharine (adj)
 saccharo (cf)
 all one word
 sackcloth
 sacro (cf)
 all one word
 saddlebag

saddlesore
 safe conduct (adj, n)
 safecracker
 safecracking
 safe deposit (adj)
 safeguard
 safehaven
 safehold
 safehouse
 safekeeping
 sailboat
 sailcloth
 sailmaking
 salable
 salesclerk
 salesmanship
 salespeople
 salesperson
 sales tax
 salt cured (um)
 saltpan
 saltpeter
 saltpond
 saltshaker
 saltwater
 saltworks
 salvo(s)
 samizdat
 sanatorium, sanatoriums
 sandaled, ing
 sandbag
 sandbank
 sandbar
 sandblast
 sandblown
 sand buried (um)
 sand cast (um, v)
 sand dune
 sandglass
 sandhill
 sandlot
 sandpaper
 sandpit
 sandspit
 sandstorm
 sandtable
 sandy bottomed (um)
 sangfroid
 sanitarium, sanitariums
 sans serif

sarco (cf)
all one word
 satellite borne (um)
 savable
 savanna
 save all (adj, n)
 savior
 sawdust
 sawmill
 sawtooth
 saw toothed (um)
 say nothing (adj, n)
 say so (n)
 S bend
 S brake
 scaleback (adj, n)
 scaledown (adj, n)
 scaleup (n)
 scale up (v)
 scalloped. ing
 scandalmongering
 scapegoat
 scarecrow
 scaremonger
 scar faced (um)
 scenesetter
 schizo (cf)
all one word
 school age (um)
 schoolbag
 school board
 schoolbook
 schoolboy
 schoolbus
 schoolchildren
 schoolday
 schoolgirl
 schoolroom
 schoolteacher
but high school teacher
 school trained (um)
 schoolwork
 schoolyard
 school year
 scientifico (cf)
all one word
 scoreboard
 scorecard
 scorekeeping
 scoresheet
 scout car

scrapbook
 scrap heap
 scrap iron
 scrap paper
 scratch pad
 scratch test
 screen name
 screenplay
 screensaver
 screenshot
 screenwriter
 screwcap
 screw driven (um)
 screwdriver
 screwhead
 screwjack
 screw propeller
 screw threaded (um)
 screw turned (um)
 screw wheel
 scroll bar
 scrollwheel
 scrubland
 scuttlebutt
 sea base
 sea based (um)
 seabeach
 seabed
 seaboard
 seaborne
 seacoast
 seacraft
 seadrome
 seafaring
 seafloor
 seafood
 seafront
 seagoing
 seakeeping
 sea lane
 sea level
 sealift
 sea lines of
communication
 sea lion
 seam welded (um)
 seance
 seaplane
 seaport
 seapower
 seaquake

search and rescue
 searchlight
 searchplane
 seascape
 seashell
 seashore
 seasick
 seaside
 seatbelt
 sea test
 sea time (clock)
 seawall
 seaward
 seawater
 seaway
 sea wing
 seaworthiness
 seaworthy
 second best
 second class (um)
 second degree (um)
 second generation (um)
 second guess (v)
 second half (adj)
 secondhand (adj, adv)
 second in command
 second largest (adj)
 secondline (adj)
 secondmost
 second most powerful
 second quarter (adj)
 second ranking (um)
 second rate (um)
 second rater
 secretary general
 secretary generalship
 secretaryship
 secretary treasurer
 secret service
 secret society
 seedbed
 seesaw
 seismo (cf)
all one word
 self (cf)
 self centered
as reflexive pref,
use hyphen
 self defense
 selfhood
 selfless

self motivated	set on (n, um)	shellback
selfness	setout (n, um)	shellburst
self propelled	setpiece	shellfire
selfsame	setscrew	shellfish
self trained	settler	shell game
selloff (adj, n)	set to (n, um)	shellhole
sellout (adj, n)	setup (n, um)	shell like
semi (pref)	set up (v)	shellproof
semiannual	sevenfold	shellshocked
semiarid	seven up (n)	shelter half
semi armor piercing	severalfold	shield shaped (um)
semiautomatic	sewage (waste)	Shiism
semi Christian (etc)	sewerage (drain system)	Shia, Shiite (adj, n)
semidesert	shadowbox	shinbone
semi idleness	shadowboxing	shinguard
semi indirect	shadowgraph	shipboard
semi independent	shadow line	shipborne
semi land mobile	shakedown (adj, n)	shipbreaker
semiofficial	shake down (v)	shipbroker
semitrailer	shakeout (adj, n)	shipbuilder
semi winter hardy	shake out (v)	shipbuilding
<i>rest one word</i>	shakeup (adj, n)	ship day
sendoff (adj, n)	shake up (v)	shipload
sendout (adj, n)	shallow draft (um)	shipowner
seniormost	shamefaced	ship rigged (um)
senso (cf)	shameworthy	shipshape
<i>all one word</i>	shantytown	shipside
septi (cf)	shaped charge (adj)	shipwreck(ed)
<i>all one word</i>	shapeup (adj, n)	shipyard
serious minded (um)	sharecropper	shirtband
service connected (um)	shareholder	shirtwaist
serviceman	sharia	shock wave
servicemember	sharia council	shoehorn
service life	sharia court	shoelace
servicewide	sharia law	shoestring
servoamplifier	sharp angled (um)	shoo in
servocontrol	sharp cut (um)	shootdown (adj, n)
servomechanism	sharp edged (um)	shoot down (v)
servomotor	sharpshooter	shootoff (adj, n)
servosystem	sharpshooting	shootout
sesqui (cf)	sharp witted (um)	shopkeeping
<i>all one word</i>	shaykh	shoplifter
set aside (n, um)	sheep farm	shoplifting
setback (n, um)	sheepherder	shop made (um)
set back (v)	sheepherding	shopowner
setdown (n, um)	sheepland	shoptalk
set down (v)	sheepshearing	shopwindow
set in (n, um)	sheepskin	shopworn
set in (v)	sheetrock	shore based (um)
setoff (n, um)	shelf life	shore boat
set off (v)	shelf plate	shoreland

shore leave
 shoreline
 shoreside
 shortchange (v)
 short circuit (n)
 short circuit (v)
 short circuited (adj)
 shortcoming
 shortcut
 shortfall
 shorthand (writing)
 short handed (adj)
 short lived (um)
 short range (adj)
 shortrun (adj)
 short run (n)
 shortsighted
 shortstop
 short term (adj)
 short to long (adj)
 short ton
 shortwave (radio)
 shotgun
 shotput
 shoulder high (um)
 shoveled, ing
 showboat
 showboating
 showcase
 showdown
 showman
 showoff (adj, n)
 showpiece
 showplace
 showstopper
 showthrough (printing) (adj, n)
 showup (adj, n)
 shredout (n, um)
 shriveled, ing
 shura
 shutaway (n, um)
 shutdown (n, um)
 shuteye (adj, n)
 shut in (n, um)
 shutoff (n, um)
 shutout (n, um)
 shuttlecock
 sic
 sickbay
 sickbed
 sick leave
 sicklist

sidearms
 sideband
 sideburns
 sidecar
 side cut (um)
 side effect
 sidehill
 sidekick
 sidelap
 side light (literal)
 sidelight (nonliteral)
 side line (literal)
 sideline (nonliteral)
 sidenote
 sideplate
 side road
 sidesaddle
 sideshow
 sideslip
 sidesplitting
 sidestep
 sideswipe
 sidetrack
 sidetrip
 sidewalk
 sideward
 sideways
 sidewinder
 sightread
 sightreading
 sightseeing
 signaled, ing
 signalman
 signal processing (um)
 signal tower
 sign in (adj, n)
 sign in (v)
 signoff (adj, n)
 sign on (adj, n)
 sign out (adj, n)
 sign out (v)
 signpost
 signup (adj, n)
 sign up (v)
 silk screen
 silkworm
 silo based (um)
 silver backed (um)
 silver haired (um)
 silverplate
 silver plated (um)
 silverpoint (drawing)

silver tongued (um)
 silverware
 simple minded (um)
 simulcast
 sine qua non(s)
 single breasted (um)
 single decker
 single edged (um)
 singlehanded
 single loader
 single minded (um)
 single mindedly (adv)
 single mindedness (n)
 single phase (um)
 single seater
 single track (adj)
 single use (um)
 singsong
 sinkhole
 Sino Japanese (etc)
 siphon
 sirocco(s)
 S iron
 sister in law
 sitdown (adj, n)
 site map
 sit in (adj, n)
 situp (adj, n)
 six cylinder (um)
 sixfold
 six ply (um)
 six shooter
 six wheeler
 sizable
 sizeup (adj, n)
 skeptic
 ski, skis
 skillful
 skill set
 skindeep
 skinflint
 skipjack
 skullcap
 sky blue (um)
 sky high (um)
 skyjack
 skyjacker
 skylight
 skyline
 skyrocket
 skyscape
 skyscraper

skyward
 skywave
 skywriting
 slab sided (um)
 slapdash
 slapdown (adj, n)
 slaphappy
 slapstick
 slaveholding
 slaveowner
 slave trade
 Slavo Hungarian (etc)
 sledgehammer
 sleepwalking
 sleetstorm
 slideknot
 slide rule
 slideshow
 slingshot
 slipcase
 slipcover
 slipknot
 slip on (adj, n)
 slip proof (printing)
 slipproof
 slipping
 slipsheet
 slipshod
 slipstream
 slip up (adj, n)
 slipway
 slowdown (adj, n)
 slow footed (um)
 slowgoing (adj)
 slow motion (adj)
 slow time
 slowup (adj, n)
 slow witted (um)
 sluice gate
 slumdweller
 slumlord
 small arms (n)
 small arms (adj)
 small boat (adj)
 small business
 small businessman
 small caliber (um)
 smallpox
 small scale (adj)
 smalltalk
 smalltown (adj)

small unit (adj)
 smart aleck
 smart alecky (adj)
 smart card
 smartphone
 smart set
 smashup (adj, n)
 smear culture
 smoke blinded (um)
 smokebomb
 smoke dried (um)
 smoke filled (um)
 smokepot
 smokeproof
 smokescreen
 smokestack
 smolder
 smoothbore
 smooth tongued (um)
 smooth working (um)
 snackbar
 snail mail
 snail paced
 snail's pace
 snakebite
 snake bitten (um)
 snakepit
 snap on (adj, n)
 snapout (adj, n)
 snapshot
 snap up (um)
 sniveled, ing
 snowball
 snowbank
 snowblind
 snow blindness
 snow blocked (um)
 snowblower
 snowcapped
 snowclad (um)
 snow cover
 snow covered (um)
 snowdrift
 snowfall
 snowflake
 snowline
 snowmelt
 snow melting (um)
 snowmobile
 snowpack
 snowplow

snowscape
 snowshoe
 snowstorm
 snowsuit
 snow topped (um)
 snow white (um)
 so and so
 soapbox
 soap opera
 sober minded (um)
 sob story
 so called (um)
 social networking (adj)
 social network (n)
 social work
 social worker
 socio (cf)
 socio official
 socioeconomic
 rest one word
 sod house
 softball
 soft boiled (um)
 soft coal
 softcopy
 soft goods
 softhearted
 soft pedal (v)
 soft power (um)
 soft sell (n)
 soft sell (adj, v)
 soft shelled (um)
 soft soap (nonliteral) (v)
 soft soaped
 soft spoken (um)
 soiree
 solid propellant (adj)
 solid state (adj)
 somebody
 someday
 somehow
 someone (anyone)
 some one (distributive)
 someplace (adv)
 something
 sometime (adj, adv)
 some time (n)
 sometimes (adv)
 somewhat
 somewhere
 son in law

sonobuoy
 soon to be (um)
 sore point
 sorry looking (um)
 so seeming (um)
 so so
 soul searching (um)
 sound absorbing (um)
 sound field
 soundingboard
 sound minded (um)
 soundoff (adj, n)
 soundproof
 soundtrack
 sound wave
 sourfaced
 sour grapes
 southbound
 south central
 southeast
 southeast bound
 south end
 southernmost
 southgoing
 southpaw
 south side
 south sider
 south southeast
 south southwest
 southward
 southwest
 soybean
 space age
 space based (um)
 spacebar
 spaceborne
 spacecraft
 spaceflight
 space key
 space launch
 space mine
 space plane
 spaceship
 space station
 space suit
 space time
 space tracking (adj, n)
 space walk
 spam
 spammer
 Spanish Arab

Spanish born (um)
 Spanish speaking (um)
 spare parts (um)
 spare room
 spark plug (literal)
 sparkplug (nonliteral)
 spearhead
 spear phishing
 spear shaped (um)
 special forces
 special interest (um)
 special operations
 special purpose (um)
 specter
 spectra (cf)
all one word
 spectrum, spectra
 speechwriter
 speechwriting
 speedboat
 speedtrap
 speedup (adj, n)
 speed up (v)
 speed writing
 spellbinding
 spellbound
 spell check (v)
 spell checker (n)
 spendthrift
 spent fuel (adj)
 Spetsnaz
 spheno (cf)
 spheno occipital
rest one word
 spider web (n)
 spiderweb (um, v)
 spillover (adj, n)
 spill over (v)
 spillway
 spinoff (adj, n)
 spin off (v)
 spinup (adj, n)
 spin up (v)
 spiraled, ing
 spirituous (liquor)
 spitfire
 splashdown (adj, n)
 splash down (v)
 split second
 splitup (n, um)
 spoilsport

spokesman
 spokesperson
 spokeswoman
 spoon fed (um)
 spoon shaped (um)
 sportsmanlike
 spot check (n)
 spot check (v)
 spot checked (um)
 spotwelded (um)
 spray washed (um)
 spread eagle (adj, v)
 spreadout (n, um)
 spread set (v)
 spreadsheet
 springboard
 spring fever
 springhead
 springtime
 spur line
 spyglass
 spyhole
 spyware
 square bottomed (um)
 square built (um)
 square deal
 square headed
 square meter
 square rigged (um)
 square root
 square set (um)
 squeeze in (adj, n)
 squeezeout (adj, n)
 squeeze play
 S ray
 S shaped
 stackup (adj, n)
 stadium, stadiums
 staff member
 stagecoach
 stagehand
 stage manage
 stage managing
 stage struck (um)
 staging area
 stainless steel
 staircase
 stairstep
 stakeout (n)
 stalemate
 stalking horse

stanch (v) (stop)	station wagon	stepladder
staunch (adj) (steadfast)	stato (cf)	stepoff (adj. n)
standalone (adj. n)	<i>all one word</i>	step on (adj. n)
standard bearer	statue (sculpture)	stepped up (um)
standard gauge (adj. n)	stature (height)	steppingstone
standard operating procedure	statute (law)	step up (adj. n)
standard time	status quo	step up (v)
standby (adj. n)	statute book	stereo (cf)
stand by (v)	statute mile	<i>all one word</i>
standdown (adj. n)	stay at home (adj. n)	sterncastle
stand down (v)	staysail	stern faced (um)
standfast (adj. n)	steamboat	stern looking (um)
stand fast (v)	steam driven (um)	sternmost
stand in (adj. n)	steam engine	sternpost
stand in (v)	steamer borne (um)	stern wheel
standoff (adj. n)	steamer line	stern wheeler
stand off (v)	steamfitter	stick in the mud (nonliteral)
standoffish	steamfitting	stickout (adj. n)
standout (adj. n)	steam heat	stickpin
stand out (v)	steamline	stick to it iveness
standpat (adj. n)	steampipe	stickup (adj. n)
stand pat (v)	steampant	stiff backed (um)
standpipe	steampower (n)	stiff necked (um)
standpoint	steam powerplant	stillborn
standstill (adj. n)	steam propelled (um)	still life
stand still (v)	steamroll (v)	still lingering (um) (etc)
standup (adj. n)	steamroller (adj. n)	still to be (um)
stand up (v)	steamship	stimulus. stimuli
starboard	steam table	stir up (adj. n)
star spangled (um)	steel cased (um)	stockholder
startup (adj. n)	steelclad	stockholding
start up (v)	steel framed (um)	stock in trade
state aided	steel hard (um)	stockpile
statehood	steelhead	stockpot
state of the art (n)	steelmaking	stock still (um)
state of the art (um)	steel mill	stocktaking
state of the union	steelplate	stockyard
state of war (n)	steel producing (um)	stokehold
state of war (adj)	steel wool	stone cold (um)
state owned	steelworker	stonecutter
stateroom	steelworks	stonecutting
state's evidence	steep rising (um)	stone dead (um)
stateside	steep walled (um)	stone deaf (um)
statesman	stempost	stonehand (printing)
statesmanlike	stenciled, ing	stonemason
stateswoman	stenciler	stone proof (printing)
statewide	steno (cf)	stone wall (n)
stationary (fixed)	<i>all one word</i>	stonewall (nonliteral) (v)
stationery (paper)	stepchild (etc)	stopclock
station house	stepdown (adj. n)	stopcock
stationmaster	step in (adj. n)	stopgap

spotlight
 stopoff (adj. n)
 stop off (v)
 stopover (adj. n)
 stop over (v)
 stopwatch
 storage room
 storefront
 storm swept (um)
 storm tossed (um)
 storyboard
 storyteller
 storytelling
 storywriting
 stouthearted
 stoutheartedness
 stovepipe
 stowaway (adj. n)
 stow away (v)
 slowdown (adj. n)
 straightaway
 straight backed (um)
 straight cut (um)
 straightedge
 straight edged (um)
 straight face
 straight faced (um)
 straightforward
 straight legged (um)
 straight line
 straight lined (um)
 straight out (n, um)
 straight time
 straight up (um)
 straitjacket
 straitlaced
 stranglehold
 S trap
 straphanger
 strap on (adj)
 strap on (v)
 strato (cf)
all one word
 stratum, strata
 straw built (um)
 strawhat
 strawman (nonliteral)
 straw roofed (um)
 straw vote
 streambank
 streambed

streamflow
 streamline
 streamlined
 streamside
 streetcar
 streetsmart
 streetwise
 stretchout (adj. n)
 strikebreaker
 strike in (adj. n)
 strikeout (adj. n)
 strikeover (adj. n)
 strip mine (n)
 strip mine (v)
 striptease
 strong arm (adj. v)
 strongback (nautical)
 strong backed (um)
 strongbox
 stronghearted
 stronghold
 strongman (nonliteral)
 strong minded (um)
 strongpoint (military
 fortification)
 strong point (personal forte)
 strong willed (um)
 stuckup (n, um)
 stumblingblock
 stylebook
 style guide
 style manual
 style sheet
 stylus, styluses
 sub (pref)
 subarctic
 subbalance
 subbasement
 subcommittee
 sub Himalayan (etc)
 submachinegun
 subpolar
 subpoena, ed
 sub rosa
 Sub Saharan Africa (n)
 Sub Saharan African (um)
 subspecies
 substandard
 sub subcommittee
 subsystem
rest one word

subject matter expert
 subject object
 subter (pref)
all one word
 succor
 such and such
 suck in (adj. n)
 sugar beet
 sugarcane
 sugar coat (v)
 sugar coated (um)
 sugar cured (um)
 sugar mill
 sulfa (cf)
all one word
 sulfo (cf)
all one word
 sulfon (cf)
all one word
 sulfureted, ing
 summer school
 summertime (season)
 sun baked (um)
 sunbath (n)
 sunbathe (v)
 sunbeam
 sunblind
 sun blindness
 sunburn
 sunburst
 sun cured (um)
 sundial
 sundown
 sun dried (um)
 sun dry (v)
 sunglare
 sunglass
 sunglow
 sunlamp
 sunlit
 Sunna
 Sunni
 sunray
 sunrise
 sunset
 sunshade
 sunshine
 sunspot
 sunstroke
 sun synchronous (um)
 suntan

sunup
 super (pref)
 supercharger
 super Christian (etc)
 superegoist
 superhigh frequency (n)
 superhigh frequency (um)
 superhighway
 supermarket
 superpower
 supersensitive
 super superlative
 rest one word
 supra (pref)
 supra auditory
 supra Christian (etc)
 supranational
 rest one word
 sur (pref)
 all one word
 sure fire (um)
 sure footed (um)
 sure thing
 surface ship (adj. n)
 surface water
 surveil. led. ling
 surveillance
 survivability
 swallow tailed (um)
 swandive
 swansong
 swapout (adj. n)
 swayback (adj. n)
 sway backed (um)
 sway brace (v)
 swearing in (adj. n)
 sweatband
 sweepback (aviation) (adj. n)
 sweepforward (aviation) (adj. n)
 sweepstakes
 sweepthrough (adj. n)
 sweptback (n. um)
 sweptforward (n. um)
 sweptwing (n. um)
 swift footed (um)
 swift running (um)
 swimsuit
 swingbar
 swing shift
 swingstock
 swingwing

switchback
 switchblade
 switchboard
 switch box
 switchgear
 switchplate
 switch tower
 switchyard
 swiveled. ing
 swiveleye
 swivel eyed (um)
 swordplay
 S wrench
 syllabus. syllabuses
 symposium.
 symposiums
 sylvan
 syn (pref)
 all one word
 sync. ed. ing
 synchrocyclotron
 synchromesh
 synchrotron
 synopsis. synopses
 Syro Arabian (etc)
 syrup

 tableau. tableaux
 tablecloth
 table shaped (um)
 tablespoon
 tabletop
 taboo
 tailfirst
 tailgate
 tail heavy (um)
 tailhook
 tailormade
 tailpipe
 tailrace
 tailspin
 tailstock
 tail up (n. um)
 tailwheel
 tailwind
 take all (n)
 takeaway (adj. n)
 take away (v)
 takedown (adj. n)
 take down (v)

take home (adj. n)
 take home (v)
 take in (adj. n)
 take in (v)
 takeoff (adj. n)
 take off (v)
 takeout (adj. n)
 take out (v)
 takeover (adj. n)
 take over (v)
 takeover (adj. n)
 take up (v)
 take up (v)
 taleteller
 talking to (n)
 tally board
 tally room
 tank car
 tankship
 tapdance
 tape record (v)
 tape tied (um)
 taproot
 tap tap
 targeted. ing
 targetable
 targeter
 tariff protected (um)
 tarp covered (um)
 tar paved (um)
 tarpot
 task force
 taskmaster
 tasseled. ing
 rattletale
 tax collector
 tax dodger
 tax exempt (um)
 tax form
 tax free (um)
 taxi. taxis
 taxibus
 taxicab
 taxied. ing
 taximeter
 taxistand
 taxpayer
 taxpaying
 tax supported (um)
 T beam
 T boat
 T bone

tea colored (um)	test fly (v)	third quarter (adj)
teacup	test launch (v)	third rate (um)
teakettle	test range	third rater
teammate	tete ■ tete	thoroughbred
teamplay	tetra (cf)	thoroughfare
teamplayer	<i>all one word</i>	thoroughgoing
teamwork	text (n, v)	thought out (um)
teapot	textbook	thought provoking (um)
teardown (adj, n)	text box	thousandfold
tear down (v)	text message (adj, v)	thralldom
teardrop	text message (n)	threadbare
teargas, sed (v)	thanksgiving (gratitude)	threadworn
tear gas (adj, n)	thatch roofed (um)	three cornered (um)
tearline	theater	three dimensional (adj)
tear off (adj, n)	theatergoing	<i>or 3 D</i>
tear out (adj, n)	theaterwide	threefold
tear stained (um)	thenceforth	three in hand
teaspoon	then ruling (um)	threepenny (nail)
technique	then troublesome (um) (etc)	three piece (um)
techno (pref)	theo (cf)	three ply (um)
technobabble	<i>all one word</i>	threescore
technological	theologico (cf)	threesome
technophobia	<i>all one word</i>	three square
<i>all one word</i>	thereabout(s)	threshold
technology transfer	thereafter	throughout
teenage (adj)	thereat	throughput
teenager	thereby	through road
teetotaler	therefore	throwaway (adj, n)
tele (cf)	therefrom	throw away (v)
telecommunication(s)	therein	throwback (adj, n)
<i>all one word</i>	thereof	throw back (v)
teleo (cf)	thereon	throw in (adj, n)
<i>all one word</i>	thereto	throw line
telltale	thereupon	throwoff (adj, n)
telo (cf)	therewith	throw on (adj, n)
<i>all one word</i>	thermo (cf)	throwout (adj, n)
temporo (cf)	<i>all one word</i>	throw weight (adj, n)
temporo occipital	thesis, theses	thrust pound
<i>rest one word</i>	thickset (adj, n)	thumb drive
tender boat	thickskinned	thumbmark
tenderfoot	thick wooded (um)	thumb marked (um)
tender footed (um)	thick woven (um)	thumbnail
tenfold	think tank	thumbprint
tenpenny (nail)	thinset (um)	thumbscrew
tentpole	thinskinned	thumbs up (adj, n)
terminus, termini	third class (adj)	thumbtack
terra cotta	third country (adj)	thunderbolt
terra firma	third degree (adj)	thunderclap
territorywide	third generation (adj)	thundercloud
test bed	thirdhand (adj, adv)	thunderhead
test fire (v)	third party (adj)	thundershower

thunderstorm
 thunderstruck
 tick borne
 ticketholder
 ticket seller
 tidal wave
 tideland
 tidemark
 tidetable
 tidewater
 tide worn (um)
 tieback (n)
 tied, tying
 tiedown (adj. n)
 tie in (adj. n)
 tie in (v)
 tie on (adj. n)
 tiepin
 tieup (adj. n)
 tie up (v)
 tightfisted
 tight fitting (um)
 tightlipped
 tightrope
 tightwad
 tightwire
 timberjack
 timberland
 time being
 time bomb
 timecard
 timeclock
 time consuming (um)
 timeframe
 time honored (um)
 timekeep (v)
 timekeeper
 timekilling
 timelag
 timeline
 timelock
 timeout (adj. n)
 timepiece
 timesaver
 timesaving
 time sensitive (um)
 timeserver
 time share
 timesheet
 timeshift
 timeshifting

timeslip
 timeslot
 timespan
 time stamp (v)
 timetable
 time urgent (um)
 timewaster
 timewasting
 timeworn
 tinfoil
 tinhorn
 tin lined (um)
 tinpan
 tinplate
 tin plated (um)
 tin roofed (um)
 tintype
 tip in (adj. n)
 tipoff (adj. n)
 tip off (v)
 tiptoe
 tiptop
 tip up (um)
 tiresome
 T iron
 titer
 tit for tat
 titleholder
 title holding (um)
 title page
 title winning (um)
 T jetty
 to and fro
 tobacco(s)
 tobacco growing (um)
 today
 to do (adj. n)
 toecap
 toehold
 toe in (adj. n)
 toenail
 toeprint
 toilsome
 tollbar
 tollbooth
 toll bridge
 tollgate
 toll line
 toll road
 tolltaker
 tommygun

tomorrow
 tone box
 tone deaf (um)
 toneup (adj. n)
 tongue lash (v)
 tongue lashing
 tonguetied
 tongue twister
 tongue twisting (um)
 tonight
 ton kilometer
 ton mile
 ton mileage
 toolbag
 toolbar
 tool grinding (um)
 toolkit
 toolshed
 toolshop
 toolsmith
 tool steel
 toolwork
 toothache
 tooth and nail
 toothbrush
 toothmark
 toothpaste
 toothpick
 toothsome
 top brass
 topcoat
 top cover
 top down (um)
 top drawer
 topflight (adj)
 tophat
 top hatted (um)
 topheavy
 topknot
 top level (adj)
 topline
 topline
 topmark
 topmast
 topmost
 topnotch (nonliteral)
 topo (cf)
all one word
 top quality (adj)
 topsail
 top secret (um)

topside (nautical)	trade union	travelog
topsoil	trade unionism	travel worm (um)
topsy turvy	trade unionist	trawlnet
torchlight	trade wind	treasure filled (um)
torchlit	trafficking	treasure house
tormenter	T rail	treasure laden (um)
torpedo boat	trailblazer	treatybound
torpedo mine	trailblazing	treatybreaking
torpedo room	trailbreaker	treatymaking
torpedo tube	trail marked (um)	treaty sealed (um)
torquemeter	trailside	tree clad (um)
torsion bar (adj. n)	trainborne	tree line
tossup (adj. n)	traincrew	tree lined (um)
totaled, ing	training camp	tree ripe (um)
touch and go	training ship	treetop
touchback (adj. n)	trainload	tree trunk
touchdown (adj. n)	trainmaster	trellis covered (um)
touchpad	trainwreck	trenchcoat
touchscreen	trainyard	trenchfoot
touchup (adj. n)	tramcar	trenchmouth
tough minded (um)	tramline	tri (cf)
tough skinned (um)	trammeled, ing	tricolor
toward	tram rail	trifocal
towaway	tramway	tri iodide
toweled, ing	tranquelize(r)	tri ply (um)
towhead	tranquillity	tripartite
to wit	trans (pref)	tripresidency
townhall	transalpine	triservice
town meeting	transatlantic	tristate
township	trans Canadian (etc)	<i>rest one word</i>
townside	transcontinental	tribesman
townspeople	transisthmian	tribespeople
towpath	transpacific	trim cut (um)
towrope	transship	trinitro (cf)
trackball	<i>rest one word</i>	<i>all one word</i>
track mobile (um)	trans fat	triphammer
trackside	transfer, red. ring	triple edged (um)
tractor trailer	transferable	triplefold
trade board	transferral	triple play
tradedcraft	transferor	tripwire
trade in (adj. n)	transited, ing	Trojan horse
trade in (v)	transit time	trolley
trademark	transmit, ted, ting	trolley bus
trade name	transmittal	trolley car
tradeoff (adj. n)	transponder (electronics)	trolley line
trade off (v)	transporter erector launcher	trooplift
trade school	transshipment	troopship
tradesman	trapdoor	troop train
tradespeople	trapshoot	troop training (adj. n)
tradesperson	traveled, ing	tropo (cf)
tradeswoman	traveler	<i>all one word</i>

trouble free (um)
 troublemaking
 troubleshooter
 troublesome
 trouble spot
 troweled, ing
 truckborne
 truckdriver
 but delivery truck driver (etc)
 truckline
 truckload
 truckstop
 truck tractor
 truck trailer
 true blue (um)
 trunkline
 try on (adj. n)
 tryout (adj. n)
 T scale (score)
 T shape (n)
 T shaped
 T shirt
 T square
 tube fed
 tube feed (v)
 tugboat
 tug of war
 tuneup (adj. n)
 tune up (v)
 tunnel boring (um)
 tunneled, ing
 tunneler
 tunnel shaped (um)
 turbo (cf)
 turbo ramjet (um)
 rest one word
 turf covered (um)
 Turko Greek (etc)
 turnabout (adj. n)
 turn about (v)
 turnaround (adj. n)
 turn around (v)
 turnback (adj. n)
 turn back (v)
 turnbuckle
 turncoat
 turndown (adj. n)
 turn down (v)
 turned back (um)
 turned down (um)
 turned in (um)

turned on (um)
 turned out (um)
 turned over (um)
 turn in (adj. n)
 turn in (v)
 turnkey
 turnoff (adj. n)
 turn off (v)
 turnout (adj. n)
 turn out (v)
 turnover (adj. n)
 turn over (v)
 turnpike
 turnscrew
 turnstile
 turntable
 turn to (n)
 turnup (adj. n)
 turret deck
 turret gun
 turret ship
 turtleback
 twelve fold
 twenty first
 twentyfold
 twenty one
 twice born (um)
 twice told (um)
 twice reviewed
 twin boat
 twin engine (adj)
 twin jet (adj)
 twin motor (um)
 twin screw (adj)
 two a day (um)
 two faced (um)
 twofold
 two handed (um)
 twopenny (nail)
 two piece (adj)
 two ply (um)
 two seater
 two sided (um)
 twosome
 two striper
 two thirds
 two up (adj. n)
 two way (adj)
 two wheeler
 typecase
 typecast

typeface
 typescript
 typeset
 typesetting
 typewrite (v)
 typewriting
 typo (cf)
 all one word
 tyro

U boat
 U cut
 Uighur
 ulama (variant of ulema)
 ulema
 ultra (pref)
 ultra ambitious
 ultra atomic
 ultra English (etc)
 ultrahigh frequency (n)
 ultrahigh frequency (adj)
 ultrahigh performance (adj)
 ultrahigh speed (adj)
 ultrahigh voltage (adj)
 ultra large scale (adj)
 ultralow frequency (n)
 ultralow frequency (adj)
 ultraorthodox
 ultrarightwing
 ultrashortwave
 ultrasonic
 ultraviolet
 rest one word
 U magnet
 un (pref)
 un American (etc)
 unapparent
 uncalled for (um)
 undamaged
 unheard of (um)
 un ionized (um)
 unMIRVed
 unself conscious
 unsent for (um)
 unthought of (um)
 rest one word
 under (pref)
 underage (deficit) (n)
 underage (too young) (adj. n)
 under contract

undercover (um)	upper hand	vertebra. vertebrae
under cultivation (being tilled)	upper income (um)	very high frequency (n)
undercultivation (insufficient)	upper middle class (um)	very high frequency (adj)
underdog	uppermost	very low frequency (n)
undergo	uprange	very low frequency (adj)
underground	uprate	vice admiral
under ice (adj)	upriver	vice admiralty
undermanned	upstairs	vice chairman
under oath	upstate	vice chairmanship
under obligation	upstream	vice chancellor
under orders	upswing	vice consul
underpriced	uptake	vice consulate
under secretary	uptight (adj. n)	vice consulship
under secretaryship	up to date	vice governor
understrength (adj)	uptown	vice governorship
under suspicion	uptrend	vice minister
under the counter (um)	upturn	vice ministry
under way	upward	vice presidency
underway (ship)	upwind	vice president
under ice (um)	U rail	vice president elect
as prefix, one word	used car (um)	but Vice President elect Smith
uni (cf)	user friendly (um)	vice presidential
unicellular	user name	vice regent
unilateral	U shaped	vice versa
uni univalent	utopia	videotape (n, v)
rest one word	U tube	videotape recording
union made (um)	U turn	video teleconference
union shop		viewfinder
up anchor (um, v)		viewpoint
up and comer	value added (n)	vine covered (um)
up and coming (um)	value added (um)	virtuoso, virtuosos
up and up	valve grinding (um)	visa, ed, ing
upbeat	vandriver	vis a vis
upcountry	vanguard	V neck
update	vanpool	voicemail
up echelon (adj)	vapor filled (um)	voltammeter
upend (v)	variable rate mortgage	volt ampere
up front (um)	vaseline	voltmeter
upgrade	vase shaped (um)	volt ohmmeter
upgradient	V connection	volt second
upkeep	V curve	vortex, vortexes
uplift	vector borne	votable
up link	V E Day	vote casting (um)
upload	veld	votegetter
uppercase (printing)	V engine	vote getting (um)
upper class (um)	venthole	vote rigging (um)
upperclassman	venturi tube	vowbreaker
uppercrust (adj. n)	veranda	V shaped
uppercut	verbatim	V type
	vermillion	vulcanize

wage earner	warranter	waterfog
wage-earning (um)	warrantor (law)	water free (um)
wage scale	warranty	waterfront
waistband	warship	watergate
waistbelt	war swept (um)	waterhead
waistcoat	wartime	waterhole
waist-deep (um)	war torn	water laden (um)
waist-high (um)	war waging (um)	water level
wait-and-see (adj)	war wearied (um)	waterline
waiting list	war weariness	water lined (um)
waiting period	war weary (um)	waterlog
waiting room	war winning (um)	waterlogged
waitlist	washbasin	water main
wake-up (adj. n)	washcloth	waterman
walkaround (adj. n)	washdown (adj. n)	watermark (as on stationery)
walkaway (adj. n)	washed out (um)	but high water mark
walkie-talkie	washed up (um)	waterpower
walk-in (adj. n)	wash in (adj. n)	waterproof
walk in (v)	washoff (adj. n)	waterproofing
walk-on (adj. n)	washout (adj. n)	water rot (v)
walk on (v)	wash out (v)	water sharing (um)
walkout (adj. n)	washrag	watershed
walk out (v)	washstand	waterside
walkthrough (adj. n)	washup (adj. n)	waterski
walkup (adj. n)	wash up (v)	water soak (v)
walk up (v)	wastebasket	water soaked (um)
walled-in (um)	wastepaper	water soluble (um)
walled-up (um)	wastewater	waterspout
wall-like	watchband	waterstain
wallpaper	watchdog	water table
wallplate	watchlist	watertight
war-disabled (um)	watchman	waterwall
wardship	watchstander	waterway
warfare	watchtower	waterworks
warfighting	watchword	watt hour
war game (n)	waterbag	wattmeter
war-game (adj. v)	water bearing (um)	watt second
wargaming (n)	water body	wave band
warhead	waterborne	wave cut (um)
warhorse (nonliteral)	watercolor	waveform
warlike	water colored (um)	waveguide
war-made (um)	water cool (v)	wave lashed (um)
warmaking	water cooled (um)	wavelength
warmblooded	watercourse	wavemeter
warmed-over (um)	watercraft	wave on (adj. n)
warmonger	water cut	waveoff (adj. n)
warmup (adj. n)	waterdrop	wave swept (um)
warm up (v)	waterfall	wave worn (um)
warpath	water filled (um)	wayback (adj. n)
war plan	waterflood	wayfarer
	waterflow	

waylaid	well drained (um)	whatsoever
waylay	well drilling (um)	wheatfield
waymark	well equipped (um)	wheatgrower
waypoint	well field	wheatland
wayside	well grown (um)	wheat rich (um)
way station	wellhead	wheatstalk
way up (adj. n)	wellhouse	wheelbarrow
weak eyed (um)	well informed (um)	wheelbase
weak kneed (um)	well kept (adj)	wheelbox
weakminded	well known (um)	wheelchair
weaponmaking	well looking (um)	wheel cut (um)
weapon system(s)	well off (adj)	wheeler dealer
weasel worded (um)	well positioned (um)	wheelhouse
weatherbeaten	well read (adj)	wheelpower
weather borne (um)	well regarded (um)	wheelspin
weathercock	well set up (um)	wheelwright
weather hardened (um)	well settled (um)	whenever
weather map	well spoken (adj)	when issued (um)
weather marked (um)	wellspring	whereabouts
weatherproof	well thought of (um)	whereafter
weatherproofing	well thought out (um)	whereas
weatherstrip	well to do (adj)	whereat
weatherworn	well trained (um)	whereby
web browser	well wisher	wherefore
webcam	well wishing (um)	wherefrom
webcast	well worn (um)	wherein
web crawling	well water (adj. n)	whereof
web feed	welterweight	whereon
web forum	W engine	whereto
web hosting	westbound	whereunder
webinar	west central (um)	whereupon
webmaster	west end	wherever
webpage	western (direction)	wherewith
web server	Western (relating to countries of the West)	wherewithal
website	Western government	whet (stimulate)
weed choked (um)	backed (um)	whichever
weekday	West European (um)	whimsy
weekend	Western Europe (n)	whipcord
weeklong (adj)	westernmost	whip hand
week old (adj)	west facing (um)	whiplash
weighbridge	westgoing	whipsaw
weigh in (adj. n)	west northwest	whirlpool
welder	west southwest	whirlwind
well armed (um)	westward	whiskey(s)
well being (n)	wetland	whistlestop
well born (adj)	wharf boat	white book (diplomatic)
well bred (adj)	wharfhand	whitecap (nonliteral)
well clad (um)	wharfside	whitecoat (n)
well deserving (um)	whatever	white collar (nonliteral) (adj)
well doer	whatnot (n)	white flag
well doing (n, um)		white goods

white hot (um)
white lie
whiteout (um, v)
white paper
whitewash
whoever
wholehearted
wholesale
wholesome
whomsoever
whosoever
wide angle (adj)
wide area (adj)
wide awake (adj)
wideband (adj)
wide body (adj, n)
wide gauge
widemouthed
wide open (um)
wide ranging (um)
wide scale (adj)
widespread
wide spreading (um)
widthwise
WiFi
wiki
wild card
wildcat
wild eyed (um)
wildfire
wild land
wildlife
wild man
willful
willpower
willy nilly
windbag
windblown
windborne
windbreak
windbreaker
windchill
winddown (n, um)
wind down (v)
windfall
windflow
windjammer
windlass
windmill
window cleaning (um)
window dressing (um)

windowpane
windowshopping
windowsill
windpipe
windpower
windproof
windrow
windscreen
windshield
windsock
windspeed
windstop
windstorm
windstream
windswept
windup (n, um)
wind up (v)
windward
windworn
wing flap
wingless
wing loading (um)
wingnut
wing shaped (um)
wingspan
wingspread
wingtip
wingwalker
wingwall
winterkill
winterproof
winter sown (um)
wintertime
winter wheat
wire caged (um)
wire cut (um)
wirecutter
wire haired (um)
wireless
wire line
wirephoto
wirepuller
wiretap
wire wound (um)
wisecrack
wise guy
wise man
wishbone
witch hunt
withdraw
withhold

within
without
withstand
woeful
wolfhound
wolfpack
woodblock
wood built (um)
woodcut
wooden hulled (um)
woodland
wood lined (um)
woodlot
wood paneled (um)
woodpile
wood planing (um)
woodprint
woodpulp
woodshed
woodside
woodstock
wood walled (um)
woodwork
woodworking
woolen
woolgatherer
woolgathering
wool lined (um)
woolly
woolshearing
woolworking
wordbook
wordbuilding
word combination
wordcraft
word for word (adj, adv)
wordlist
word of mouth (adj, adv)
word of mouth (n)
word perfect (um)
wordplay
word processing (adj)
word processing (n)
workaday (adj, n)
workaround (adj, n)
workbench
workday
workflow
workforce
workhorse
work hour

working class (adj)
 working level (adj)
 workingman
 workingwoman
 workload
 workman
 workmanlike
 workmanship
 work order
 workout (adj, n)
 workplace
 worksaving
 worksheet
 work shift
 workshoe
 workshop
 worksite
 workspace
 workstand
 workstation
 workstream
 worktable
 worktime
 workup (adj, n)
 workweek
 workyard
 workyear
 world class (adj)
 world consciousness
 world line
 world power
 worldview
 world weary (adj)
 worldwide
 World Wide Web
 worndown (um)
 wornout (um)
 worrywart
 worshiped, er, ing
 worst case
 worthwhile
 wraparound (adj, n)
 wrap up (adj, n)
 wrap up (v)
 wristband
 wristbone
 wristlock
 wristwatch
 writeback (adj, n)
 write in (adj, n)
 write in (v)

writeoff (adj, n)
 write off (v)
 writeup (adj, n)
 write up (v)
 wrongdoer
 wrong ended (um)
 wrong minded (um)
 wrong thinking (um)
 wrought iron
 wrought up (um)
 W shaped
 W surface
 W type

X body
 X ed
 X ray
 X virus
 X shaped

yardarm
 yard deep (um)
 yard long (um)
 yardstick
 yard wide (um)
 Y chromosome
 yearbook
 yearday
 yearend
 year hour (um)
 yearlong (um)
 year old
 year round
 yellowcake (uranium)
 yellow fever
 yes man
 yesteryear
 Y joint
 Y level
 young looking (um)
 youth centric (adj)
 youthlike
 Y potential
 Y shaped
 Y track
 Y tube

zakat
 Z-bar
 Z-chromosome
 zeppelin
 zero(s)
 zero-day (adj)
 zero-dimensional (um)
 zero-emission (adj)
 zero-gravity (um)
 zero-option (um)
 zero-sum (um)
 zigzag
 zinc-coated (um)
 zinc-white (um)

APPENDIX:

—*The Chicago Manual of Style*

APPENDIX:

Conversion factors in boldface are exact. All others are approximate and are given to four significant figures.

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
millimeters	0.03937	inches
centimeters	0.3937	inches
meters	3.281	feet
meters	1.094	yards
kilometers	3281	feet
kilometers	0.6214	miles (statute)
kilometers	0.5400	miles (nautical)
inches	25.4	millimeters
inches	2.54	centimeters
feet	0.3048	meters
feet	0.0003048	kilometers
yards	0.9144	meters
miles (statute)	1.609344	kilometers
miles (nautical)	1.852	kilometers
miles (statute)	0.8690	miles (nautical)
miles (nautical)	1.151	miles (statute)

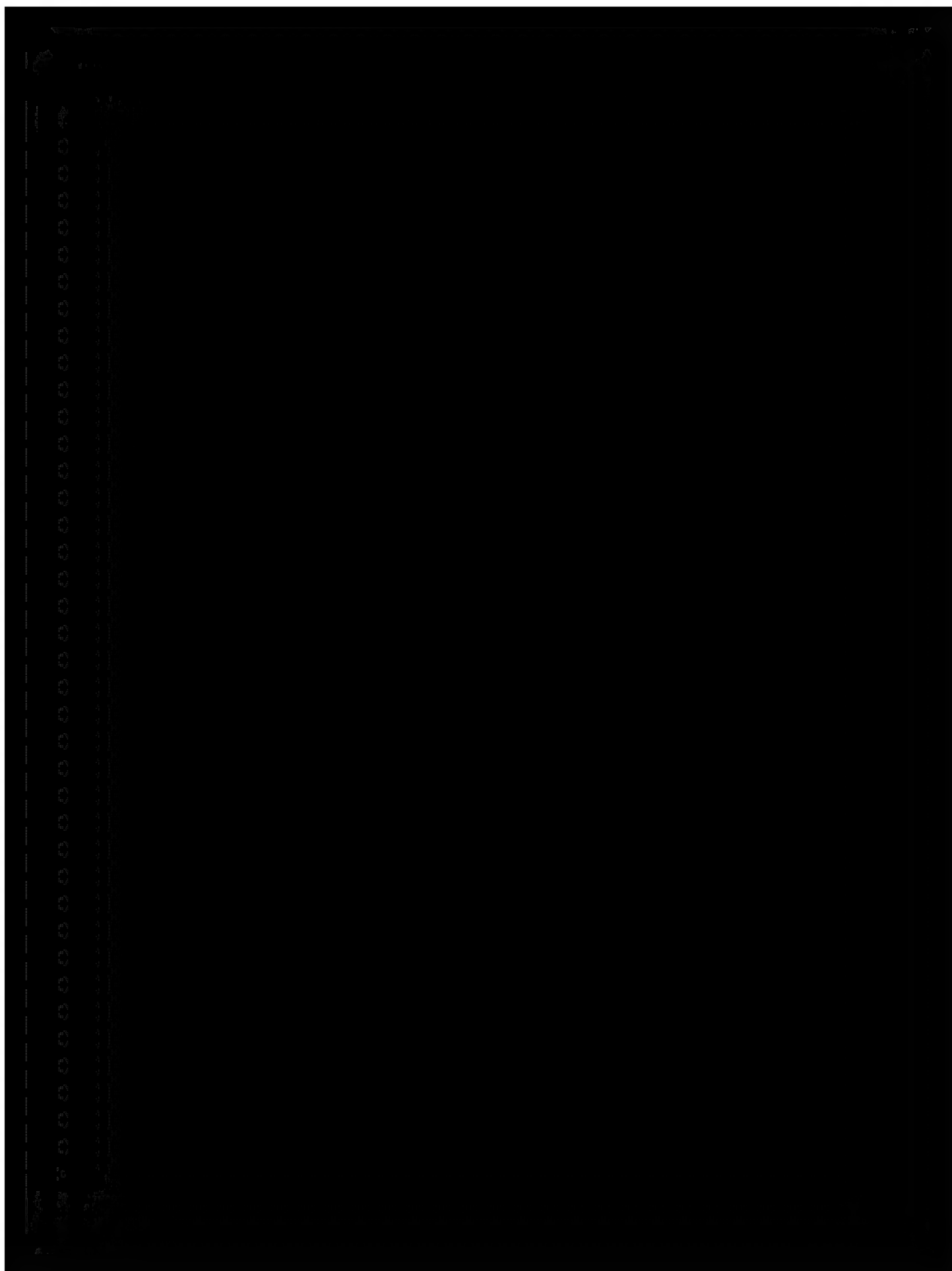
<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
square centimeters	0.1550	square inches
square meters	10.76	square feet
square meters	1.196	square yards
square meters	0.0002471	acres
square meters	0.0001	hectares
square inches	6.4516	square centimeters
square feet	0.09290	square meters
square yards	0.8361	square meters
acres	4047	square meters
acres	0.4047	hectares
hectares	10,000	square meters
hectares	2.471	acres

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
kilograms	2.205	pounds (avoirdupois)
metric tons	1.102	short tons
metric tons	0.9842	long tons
pounds (avoirdupois)	0.45359237	kilograms
short tons	0.9072	metric tons
long tons	1.016	metric tons

<i>To Convert</i>	<i>Multiply by</i>	<i>To Obtain</i>
liters	0.2642	gallons
liters	0.008386	barrels (U.S. liquid)
liters	0.006290	barrels (POL)
liters	0.001	cubic meters
cubic meters	1000	liters
cubic meters	264.2	gallons
cubic meters	35.31	cubic feet
cubic meters	8.386	barrels (U.S. liquid)
cubic meters	6.290	barrels (POL)
cubic meters	1.308	cubic yards
gallons	3.785	liters
gallons	0.1337	cubic feet
gallons	0.03175	barrels (U.S. liquid)
gallons	0.02381	barrels (POL)
gallons	0.003785	cubic meters
cubic feet	7.481	gallons
cubic feet	0.2375	barrels (U.S. liquid)
cubic feet	0.1781	barrels (POL)
cubic feet	0.02832	cubic meters
cubic yards	0.7646	cubic meters
barrels (U.S. liquid)	119.2	liters
barrels (U.S. liquid)	31.5	gallons
barrels (U.S. liquid)	4.211	cubic feet
barrels (U.S. liquid)	0.1192	cubic meters
barrels (POL)	159.0	liters
barrels (POL)	42	gallons
barrels (POL)	5.615	cubic feet
barrels (POL)	0.1590	cubic meters

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \div 1.8$$

$$^{\circ}\text{F} = (^{\circ}\text{C} \times 1.8) + 32$$



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